

CPB Transparency Requirements Checklist

Grantee must maintain the following on its Website, if it has one, or make available through another affiliated station's Website (public media related or Licensee related) if it does not have a standalone Website:

Station Management: A list of station senior/executive management (names and titles) and contact information;

Board of Directors: A list of the members on its board of directors;

CAB Members: A list of its CAB members (for stations that maintain a CAB pursuant to the Communications Act or voluntarily);

Open Meetings: The date, time, and place of all open meetings as required by the Communications Act (see 47 U.S.C. § 396(k)(4));

Audited Financial Statements: Its most recent Audited Financial Statements;

Copies of Financial Reports: Instructions for obtaining a copy of Grantee's annual financial reports;

990 or Equivalent: If Grantee files its own IRS Form 990, the most current IRS Form 990;

Compensation Information: If Grantee is not required by the IRS to file an IRS Form 990, compensation information, unless prohibited by law:

- comparable to the information outlined in the IRS Form 990, Part VII (A); and
- contractor compensation in IRS Form 990, Part VII (B);

Local Content and Services Report: Its annual report on local content and services included in Grantee's most recent SAS; and

Diversity Statement: Its diversity statement.

CPB Diversity Requirements Checklist

Grantees must comply with the following:

Annual Review: Annually review and make any necessary revisions to Grantee's established diversity goal for its workforce, management, and boards, including community advisory boards and governing boards having governance responsibilities specific to or limited to broadcast stations.

Diversity Statement: Undertake the following to achieve Grantee's diversity goal:

- Annually review with the station's governing board or licensee official:
 - the diversity goal and any revisions thereto; and
 - practices designed to fulfill the station's commitment to diversity and to meet the applicable FCC guidelines (47 C.F.R. § 73.2080).
- Maintain on its Website a diversity statement (approximately 500 words) that reflects on the following points, reviewing and updating the same annually with station management:
 - the elements of diversity that Grantee finds important to its public media work;
 - the extent to which Grantee's staff and governance reflect such diversity;
 - the progress Grantee has made to increase its diversity in the last two to three years; and
 - Grantee's diversity plans for the coming year.

Annual Initiative: Undertake one of the following initiatives on an annual basis:

- Include individuals representing the diverse groups served by Grantee for internships or work-study programs, which must be designed to provide meaningful professional level experience and further public broadcasting's commitment to education; or
- Include qualified diverse candidates in any slate of individuals considered for positions on elected governing boards that Grantee controls; or
- Provide diversity training for members of Licensee's governing body or board of directors; or
- Participate in minority or other diversity job fairs; or
- Provide diversity training for management and appropriate staff.

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