Introductions

Presenters

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Vice President, CSG & Station Initiatives

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Project Coordinator
Training Objectives

For radio and TV grantees:

• Understand CPB’s HBPT requirement and objective.
• Learn about 2 options to fulfill the requirement.
• Know how to access training available at no cost.
• Take steps to ensure your station’s compliance.
• Know how to find resources and assistance.
Agenda

- CPB’s harassment and bias prevention training (HBPT) requirement and objective.
- Two options to fulfill the requirement.
- The CSG recipient’s role in ensuring HBPT compliance
- Resources and Support
Submitting Questions

csg@cpb.org
• CPB’s harassment and bias prevention training (HBPT) requirement and objective.

• Two options to fulfill this requirement.

• The CSG recipient’s role in ensuring HPBT compliance

• Resources and Support
Objective:

• To create a positive workplace environment.

• All public media employees deserve to work in a safe and respectful setting.

• We must reinforce our understanding and intolerance of workplace harassment and bias.
## HBPT Requirement

### Annual training:

CSG recipients must provide annual workplace harassment and bias prevention training to:

<table>
<thead>
<tr>
<th>These staff</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees</td>
<td>FT, PT, salary, wage</td>
</tr>
<tr>
<td>Officers or Senior Managers</td>
<td>President, CEO, VP, COO, CFO, General Manager</td>
</tr>
<tr>
<td>Interns</td>
<td>Paid or unpaid</td>
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</table>
# HBPT Requirement

**Annual requirement:**
Training must be provided each year.

<table>
<thead>
<tr>
<th>To qualify for your CSG for this year:</th>
<th>Complete your training by this date:</th>
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</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>September 30, 2021</td>
</tr>
<tr>
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CPB’s harassment and bias prevention training (HBPT) requirement and objective.

Two options to fulfill this requirement.

What is the CSG recipient’s role in ensuring HPBT compliance?

Resources and Support
Two training options

1. Training of your own choice, if it covers:
   • What constitutes acceptable and unacceptable workplace behavior;
   • How to recognize harassment and bias when it occurs; and
   • How to report and respond to violations.

2. Online training provided at no cost by CPB
Training Options

Training option 1:

Training of your own choice, if it covers:

- What constitutes acceptable and unacceptable workplace behavior;
- How to recognize harassment and bias when it occurs; and
- How to report and respond to violations.
Training Options

Training option 2:
Online training provided at no cost by CPB
• New EVERFI program available May 1.
  ✓ If your previously used CPB’s training, your registrations transferred to EVERFI.
  ✓ If you have never used CPB’s training but want to, email csg@cpb.org.
EVERFI training:

- Learners added after May 17, 2021 will receive a lesson assignment shortly after they are registered.

- After that, they will receive an email reminder every two weeks until they complete the training.
Online course:

Missing Something?
If you think you are missing an assignment on this dashboard, click the Check for Assignments button below. We will check to see if anything is missing.

Preventing Harassment and Discrimination: Gateway

1% complete

Continue ➔
Online course:

Developing Awareness and Recognizing Discrimination

The first A in the three A’s of bystander intervention is awareness. Developing awareness means taking note of what is happening around you, and looking for problematic behavior in the workplace.

Review the video to learn more.
EVERFI Training

Admin Dashboard to Learner Dashboard:
• CPB’s harassment and bias prevention training (HBPT) requirement and objective.
• Two options to fulfill this requirement.
• The CSG recipient’s role in ensuring HBPT compliance
• Resources and Support
Station Training Administrator:

• Each station has a training administrator.
• They add learners using a google form on CPB’s website in the FAQs.
• They track their learners’ attendance.
CSG Certification:

Annual Harassment Prevention Training Requirements

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

Does Grantee comply with these requirements?
HBPT Requirement

Annual requirement:

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• CPB’s harassment and bias prevention training (HBPT) requirement and objective.

• Two options to fulfill this requirement.

• Online training available to CSG recipients.

• What is the CSG recipient’s role in ensuring HPBT compliance?

• Resources and Support
Where to Find Resources

cpb.org/stations/harassment-prevention-program

Harassment and Bias Prevention Training Program 2021-2022

Updated April 2021

Most organizations periodically train their personnel to recognize, avoid and report workplace discrimination, including harassment and both intentional and unintentional bias. To ensure that CSG-qualified public media stations consistently follow this practice, CPB requires annual harassment and bias prevention training for all officers (examples: President and CEO, Vice President, COO, CFO and General Manager), employees (full-time and part-time who are paid a salary or hourly wage), and interns (paid and unpaid) as a condition of the Grantee’s eligibility for a radio or television Community Service Grant (CSG).

To fulfill this requirement, stations can use a harassment and bias prevention training program from EVERFI that CPB offers at no charge or another program of their choice as long as it covers these three topics:
### Where to Find Resources

cpb.org/stations/harassment-prevention-program

### Frequently Asked Questions

<table>
<thead>
<tr>
<th>Q.</th>
<th>Who must take the Harassment and Bias Prevention Training (HBPT) for the purposes of CSG Certification?</th>
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<tr>
<td>Q.</td>
<td>Are stations obligated to conduct HBPT for contractors or temp employees hired by an outside agency?</td>
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<tr>
<td>Q.</td>
<td>Are my university administrators required to take the training?</td>
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<tr>
<td>Q.</td>
<td>Do you have to train employees that have resigned and are not on the payroll at the time of the training?</td>
</tr>
<tr>
<td>Q.</td>
<td>Does everyone need to take this training every year?</td>
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<tr>
<td>Q.</td>
<td>If we don’t use EYEREL, how do I know if the training that my station employees take is sufficient? Also, will</td>
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Where to Find Resources
Website cpb.org

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) 879-9665
- Compliance Card 2019 803KB PDF
- Compliance Alerts:
  - 2018
  - 2017
  - 2016
  - 2015

Reporting Requirements
- Financial Reporting Guidelines for CSG (AFR and FSR)
- Discrete Accounting Requirements
- Principles of Accounting and Financial Reporting
- In-Kind Donations
- Station Activity Survey (SAS)
- Station Activities Benchmarking Survey (SABS)
- Local Content and Service Report
- NTFS Decision Charts PDF 110KB
- Source Criterion - Quick Reference Charts PDF 143KB

Additional Documents and Resources
- CPB's responses to IG Audits
  - Estimating Your FY 2021 TV CSG PDF 86KB
  - Estimating Your FY 2021 Radio CSG PDF 157KB
  - FY 2021 Television Station Grant Calculations PDF 77KB
  - FY 2021 Radio Station Grant Calculations PDF 91KB
- IAS Standard Method:
  - IAS Standard Method Instructions PDF 160KB
  - IAS Standard Method Excel Spreadsheet PDF 14KB

Integrated Station Information System
The CSG legal forms as well as reporting tools (AFR, FER, 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.
CPB’s harassment and bias prevention training (HBPT) requirement and objective.

Two options to fulfill the requirement.

The CSG recipient’s role in ensuring HPBTT compliance

Resources and Support
CSG Resources

cpb.org

Resource documents
Webinars

Help Desk
Email: csg@cpb.org
Corporation for Public Broadcasting

Harassment and Bias Prevention Training Requirement

Recorded May 2021