

# The Virginia Association of Broadcasters

## 2016 Broadcast Regulatory Calendar

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**January 1**      **Single “Straight Lift” Video Clips Must Be Captioned Online as of January 1, 2016.**

As of January 1, 2016, stations will be required to caption video clips delivered via IP (e.g., on a station website) that contain a single excerpt of a captioned television program with the same video and audio that was presented on the television platform (“straight lift” clips). (“Video clips” are defined by the Commission as “excerpts of full-length video programming.”)

**January 1**      **Enforcement Begins for Non-Payment of Unified Carrier Registration Fees.**

Broadcasters that operate vehicles whose gross vehicle weight rating (GVWR) exceeds 10,000 pounds are required to register those vehicles with, among other agencies, the Unified Carrier Registration (UCR) system. Enforcement for non-payment of fees for the 2016 Registration Year is scheduled to begin on January 1, 2016.

**January 11**      **Quarterly Issues/Programs Lists Due.**

Full power TV, Class A TV, and AM and FM radio stations are required to place in their public inspection files by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>) a list of programs that have provided the station’s most significant treatment of community issues during the preceding calendar quarter. In a proceeding that has been pending at the FCC for multiple years, the FCC is considering a new, standardized form for Issues/Programs Lists, but no standardized form has been adopted yet.

Full power and Class A television stations must upload Quarterly Issues/Programs Lists to the station’s online public file hosted on the FCC’s website where they must remain for the duration of the license term. Radio stations should continue to place the Issues/Programs Lists in the station’s paper public inspection file where they must remain for the duration of the license term.

**January 11**      **TV Children’s 398s Due at FCC and in Public File.**

Commercial full power and Class A TV stations must complete and file electronically with the FCC a Children’s Television Programming Report (FCC Form 398) by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>). Children’s Programming Reports reflect efforts made by the station during the preceding quarter and efforts planned for the next quarter to serve the educational and informational needs of children. As of First Quarter 2016, these reports should be filed through the FCC’s LMS filing system, which is available at the following FCC website at <https://enterpriseefiling.fcc.gov/dataentry/login.html>.

Once the report is filed, the FCC will automatically populate the station’s online public file with the filed report. Full power and Class A television stations should

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confirm that the report is accessible in the station's online public file within 24 hours after filing the report.

- January 11**     **TV Children's Commercial Certifications Due in Public File.**  
Each commercial full power and Class A TV station must upload records to substantiate the station's certification, in its license renewal application, of compliance with the commercial limits on children's programming. These records must be uploaded to the station's online public file by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>) and should remain in the public file for the duration of the license term.
- January 11**     **Class A TV Continuing Eligibility Certifications Due in Public File (for Class A TV Stations Only).**  
Class A TV stations must maintain documentation sufficient to demonstrate that the station is continuing to meet the eligibility requirements to operate as a Class A TV station. These records should be uploaded to the station's online public file by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>) and should remain in the public file thereafter.
- January 12**     **Incentive Auction Reverse Auction Application Deadline.**  
Each broadcaster who wishes to participate in the reverse auction portion of the Incentive Auction must have its application(s)—FCC Form 177—filed by 6:00 p.m. ET on January 12, 2016. It is recommended that applications be submitted in advance of the deadline to allow time for possible corrections. Failure to properly file the application by the January 12, 2016, deadline will result in denial of the opportunity to participate in the incentive auction.
- January 12**     **Beginning of the Incentive Auction Anti-Collusion Rule "Quiet Period."**  
In tandem with the Incentive Auction application deadline, January 12 also marks the beginning of the "quiet period" during which reverse auction applicants cannot engage in prohibited communications about bidding or bidding strategy. The anti-collusion rules are extremely complex, and violation of the rules may result in severe penalties. Consultation with legal counsel about these rules is strongly recommended.

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- January 14**     **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  
Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended November 30, 2015. These forms are to be filed monthly, no later than the 45<sup>th</sup> day after the end of the relevant month.
- January 14**     **Reply Comment Deadline in FCC’s Retransmission Consent Proceeding.**  
On January 14, 2016, reply comments are due in the FCC’s retransmission consent proceeding regarding the “totality of the circumstances” test for evaluating the good faith bargaining obligations of broadcasters and MVPDs.
- January 16**     **Lowest Unit Charges Window Opens for Political Advertising During Primary**  
In 2016, Virginians variously elect federal, state, and local representatives and officials. A primary election is scheduled for March 1, 2016, for both the State and Federal elections. The LUC window for the March 1<sup>st</sup> primary elections will open on January 16, 2016. Broadcasters should contact their local county board of elections for details. A complete list of county boards of election is available on the Virginia Department of Elections website at <http://elections.virginia.gov/>. The LUC rule does not apply to non-candidate third party political advertisers.
- January 29**     **First 250-Mile Move Window for AM Stations Opens.**  
On January 29, the first window will open for AM stations to acquire and move existing FM translators (licensed *or* unbuilt construction permits) up to 250 miles and to specify any rule-compliant non-reserved band FM channel. The first window will be open until July 28, 2016, and will be available only to Class C and Class D AM stations.
- January 31**     **Copyright Royalty Fee/Annual Minimum Fee Statement of Account Due to SoundExchange.**  
Commercial and noncommercial educational webcasters and those simulcasting radio programming on the Internet must submit the Minimum Fee Statement of Account Form and the annual \$500 minimum copyright royalty fee to SoundExchange on or before January 31, 2016 (this is a Sunday, so plan accordingly). Additional monthly fees may be required. Further information is available at: [www.soundexchange.com/service-provider/commercial-webcaster/broadcaster/#sthash.u7lblBRy.dpuf](http://www.soundexchange.com/service-provider/commercial-webcaster/broadcaster/#sthash.u7lblBRy.dpuf).
- January 31**     **IRS Deadlines for Employers.**  
By January 31, 2016, Form W-2 wage statements must be issued to all employees and IRS Form 1099 must be issued to every independent contractor and contest winner who was paid \$600 or more in 2015.
- February 1**     **It’s A New Year!—Consider Using the [VAB/FCC Technical Station Inspection and Legal Audit Programs](#).**

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Your Association, in partnership with the FCC, conducts an FCC Technical Station Inspection and Legal Audit Program which, if you pass, may result in a three-year limited immunity from certain FCC inspections. Visit [the VAB website](#) or contact the VAB for all the details about how to participate.

- February 1**     **Posting Deadline for OSHA Injury & Illness Summary (Form 300A).**  
Employers covered by the Occupational Safety and Health Administration (OSHA) Injury and Illness Recordkeeping Rules must post, by February 1, 2016, a summary of certain injuries and illnesses that occurred during the previous calendar year by February 1, 2016. The summary must be posted in a visible location accessible to employees from February 1, 2016, through April 30, 2016.
- February 14**     **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  
Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended December 31, 2015. These forms are to be filed monthly, no later than the 45<sup>th</sup> day after the end of the relevant month. Affected stations should plan ahead, because February 14, 2016, is a Sunday.
- March 1**     **Distribute Annual Payola/Plugola Memoranda/Affidavits to Station Personnel.**  
Stations may wish to use March 1 as the date for distributing an annual payola/plugola memorandum and affidavit to station personnel to ensure compliance with the Communications Act and FCC rules governing payola, plugola, and sponsorship identification. Stations may wish to consult with their communications counsel for assistance.

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- March 4**      **Lowest Unit Charges for May 3, 2016, Local General Election.**  
Local general elections are scheduled for May 3, 2016, in Virginia. The LUC window for the local general elections will open on March 4, 2016. Broadcasters should contact their local county board of elections for details. A complete list of county boards of election is available on the Virginia Department of Elections website: <http://elections.virginia.gov/index.html>. The LUC rule does not apply to non-candidate third party political advertisers.
- March 13**      **Daylight Savings Begins at 2 a.m.: AM Stations Check Sign-On and Sign-Off Times.**  
Some AM radio stations operate with Presunrise Service Authorizations (PSRAs) and Postsunset Service Authorizations (PSSAs). Those stations with PSRAs and PSSAs that are located in communities adhering to DST should make necessary power adjustments to reflect the beginning of daylight savings.
- March 16**      **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  
Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended January 31, 2016. These forms are to be filed monthly, no later than the 45<sup>th</sup> day after the end of the relevant month. Remember, this is a leap year!
- March 20**      **Spring Begins—Stations Spring Clean Public Inspection Files.**  
With spring here, stations may wish to comprehensively review their public inspection files to ensure that all required documents are in the file and that no extraneous records are in the file.
- March 29**      **Reverse Auction Preferred Initial Bid Option Commitment Deadline.**  
March 29, 2016, is the official start date of the Incentive Auction. Although no actual bidding will take place until, most likely, weeks after this date, reverse auction participants must commit to their preferred initial bid option by this date.
- April 1**        **Annual BMI/ASCAP Reports Due.**  
Commercial radio stations must file their annual BMI or ASCAP reports with the appropriate licensing agency (BMI or ASCAP) by April 1, 2016.

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**April 11**

### **Quarterly Issues/Programs Lists Due in Public File.**

Full power TV, Class A TV, and AM and FM radio stations are required to place in their public inspection files by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>) a list of programs that have provided the station's most significant treatment of community issues during the preceding calendar quarter. In a proceeding that has been pending at the FCC for multiple years, the FCC is considering a new, standardized form for Issues/Programs Lists, but no standardized form has been adopted yet.

Full power and Class A television stations must upload Quarterly Issues/Programs Lists to the station's online public file hosted on the FCC's website where they must remain for the duration of the license term. Radio stations should continue to place the Issues/Programs Lists in the station's paper public inspection file where they must remain for the duration of the license term.

**April 11**

### **TV Children's 398s Due at FCC and in Public File.**

Commercial full power and Class A TV stations must complete and file electronically with the FCC a Children's Television Programming Report (FCC Form 398) by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>). Children's Programming Reports reflect efforts made by the station during the preceding quarter and efforts planned for the next quarter to serve the educational and informational needs of children.

Once the report is filed, the FCC will automatically populate the station's online public file with the filed report. Full power and Class A television stations should confirm that the report is accessible in the station's online public file within 24 hours after filing the report

**April 11**

### **TV Children's Commercial Certifications Due in Public File.**

Each commercial full power and Class A TV station must upload records to substantiate the station's certification, in its license renewal application, of compliance with the commercial limits on children's programming. These records must be uploaded to the station's online public file by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>) and should remain in the public file for the duration of the license term.

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- April 11**      **Class A Continuing Eligibility Certification Due in Public File (for Class A TV Stations Only).**  
Class A TV stations must maintain documentation sufficient to demonstrate that the station is continuing to meet the eligibility requirements to operate as a Class A TV station. These records should be uploaded to the station's online public file by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>) and should remain in the public file thereafter.
- April 14**      **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  
Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended February 29, 2016. These forms are to be filed monthly, no later than the 45<sup>th</sup> day after the end of the relevant month.
- April 16-21**    **NAB Convention, Las Vegas.**  
Broadcasters come together in Las Vegas for the annual NAB Convention. Visit <http://www.nabshow.com/> for more information.
- May 1**          **Lowest Unit Charges Window Opens for Political Advertising During Primary**  
June 14, 2016, is a Virginia primary election date reserved for all other offices not addressed during the March 1, 2016, primary election date. The LUC window for the June 14<sup>th</sup> primary election will open on May 1, 2016. Broadcasters should contact their local county board of elections for details. A complete list of county boards of election is available on the Virginia Department of Elections website at <http://elections.virginia.gov/>. The LUC rule does not apply to non-candidate third party political advertisers.
- May 15**        **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  
Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended March 31, 2016. These forms are to be filed monthly, no later than the 45<sup>th</sup> day after the end of the relevant month. May 15 is a Sunday, so it is recommended that payment be made prior to that date.



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**May 26**      **Six-Month Countdown to November 26 Compliance Deadline for Video Description of Non-Textual Emergency Information Displayed During Non-News Programming.**

The FCC’s Audible Crawl Rule has been in effect since November 2015, and all television stations must be prepared to comply with a new portion of the rule by November 26, 2016. The portion of the rule that will become effective November 26, 2016, relates to non-textual emergency information displayed on-screen during non-news programming. All such non-textual emergency information—e.g., maps, radar images, and the like—must be “translated” into spoken text for transmission on a secondary audio stream beginning November 26, 2016.

**June 1**      **Television Mid-Term EEO Reports Due at FCC and in Public Inspection File.**

EEO Mid-Term Reports (FCC Form 397) must be filed with the FCC and placed in the public inspection file by June 1, 2016, for all Virginia television stations with 5 or more full-time employees. For all such television stations, this filing must include the station’s EEO Public File Reports covering recruitment activity for full-time positions and menu option outreach activities during the previous two-year period—television stations with fewer than 5 full-time employees are not required to file Form 397 but may do so voluntarily.

**June 1**      **Two-Year Period for Completing EEO Menu Option Activities For Virginia Television Stations Closes.**

The FCC’s EEO rules require broadcast stations to engage in specific non-vacancy outreach efforts. Every two years, stations that have more than 10 full-time employees and are not located in a “smaller market” must engage in at least four of the initiatives on the menu, and stations that are located in a “smaller market” or have five to ten full-time employees must engage in at least two of the initiatives. Stations with fewer than five full-time employees and religious broadcasters who apply religious qualifications to all employees are not required to engage in any menu option activities. For purposes of the FCC’s EEO rules, a “full-time” employee is one who works 30 or more hours per week.

For Virginia television stations, the current two-year period in which to complete these EEO “menu options” ends June 1, 2016. (Virginia radio stations are currently in the middle of their two- year period, which ends June 1, 2017.)



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- June 1**      **EEO Public File Report Due for All Virginia Broadcast Stations with 5 or More Full-Time Employees.**  
Virginia radio stations and television stations with five or more full-time employees must place their annual EEO Public File Report in their public inspection file (television stations must upload the report to the station's online public file) by June 1, 2016. All stations must also post the report to their website (if they have one) by the same date.
- June 1**      **Biennial Ownership Reports Due for Noncommercial Virginia Television Stations.**  
Noncommercial television stations licensed to communities in Virginia must file Biennial Ownership Reports with the FCC and place the reports in the station's public inspection file by June 1, 2016, unless the station is filed for stations owned as part of a group of stations located in different states and the group owner has specified a different, but common, filing date for all stations. Ownership reports must be filed electronically on FCC Form 323-E. (Noncommercial Virginia radio station Biennial Ownership Reports should have been filed by June 1, 2015.)
- June 14**      **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  
Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended April 30, 2016. These forms are to be filed monthly, no later than the 45<sup>th</sup> day after the end of the relevant month.
- July 1**      **Six-Month Advance Web Closed Captioning Reminder: "Montage" Video Clips Must Be Captioned Online as of January 1, 2017.**  
As of January 1, 2017, stations will be required to caption video clip montages delivered via IP (e.g., on a station website) that contain multiple excerpts of captioned television programming with the same video and audio that was presented on the television platform. ("Video clips" are defined by the Commission as "excerpts of full-length video programming.")

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**July 11**

**Quarterly Issues/Programs Lists Due in Public File.**

Full power TV, Class A TV, and AM and FM radio stations are required to place in their public inspection files by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>) a list of programs that have provided the station's most significant treatment of community issues during the preceding calendar quarter. In a proceeding that has been pending at the FCC for multiple years, the FCC is considering a new, standardized form for Issues/Programs Lists, but no standardized form has been adopted yet.

Full power and Class A television stations must upload Quarterly Issues/Programs Lists to the station's online public file hosted on the FCC's website where they must remain for the duration of the license term. Radio stations should continue to place the Issues/Programs Lists in the station's paper public inspection file where they must remain for the duration of the license term.

**July 11**

**TV Children's Commercial Certifications Due in Public File.**

Each commercial full power and Class A TV station must upload records to substantiate the station's certification, in its license renewal application, of compliance with the commercial limits on children's programming. These records must be uploaded to the station's online public file by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>) and should remain in the public file for the duration of the license term.

**July 11**

**TV Children's 398s Due at FCC and in Public File.**

Commercial full power and Class A TV stations must complete and file electronically with the FCC a Children's Television Programming Report (FCC Form 398) by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>). Children's Programming Reports reflect efforts made by the station during the preceding quarter and efforts planned for the next quarter to serve the educational and informational needs of children.

Once the report is filed, the FCC will automatically populate the station's online public file with the filed report. Full power and Class A television stations should confirm that the report is accessible in the station's online public file within 24 hours after filing the report

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- July 11**      **Class A Continuing Eligibility Certification Due in Public File (for Class A TV Stations Only).**  
Class A TV stations must maintain documentation sufficient to demonstrate that the station is continuing to meet the eligibility requirements to operate as a Class A TV station. These records should be uploaded to the station's online public file by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>) and should remain in the public file thereafter.
- July 15**      **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  
Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended May 31, 2016.
- July 28**      **First 250-Mile Move Window for AM Stations Closes.**  
At 11:59 p.m. ET, on July 28, the first window will close for AM stations to acquire and move existing FM translators (licensed *or* unbuilt construction permits) up to 250 miles and to specify any rule-compliant non-reserved band FM channel. The first window opened on January 29, 2016, and is available only to Class C and Class D AM stations.
- July 29**      **Second 250-Mile Move Window for AM Stations Opens.**  
On July 29, the second window will open for AM stations to acquire and move existing FM translators (licensed *or* unbuilt construction permits) up to 250 miles and to specify any rule-compliant non-reserved band FM channel. The second window will close at 5:59 p.m. ET on October 31, 2016, and is available to any AM station that did not file during the first window (which closed July 28).
- July 29**      **TV Cable and Satellite Copyright Claims Due to be Filed with Copyright Royalty Board.**  
TV stations with "distant" carriage of locally produced programming on cable or satellite systems during the year 2015 must file claims for copyright royalties with the Copyright Royalty Board by 5:00 p.m. Eastern Standard Time, July 29, 2016.
- August 14**      **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  
Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended June 30, 2016. These forms are to be filed monthly, no later than the 45<sup>th</sup> day after the end of the relevant month. This year August 14 is a Sunday, so plan ahead.
- August or September**      **Regulatory Fees Due.**

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FCC regulatory fees for fiscal year 2016 are likely to be due—based on historical practices—at the FCC during August or September. The Association will distribute further information, including a notification of the specific due date, to members.

- September 9**    **Lowest Unit Charges for Political Advertising Window Opens.**  
In 2016, Virginians variously elect federal, state, and local representatives and officials. The general election is scheduled for November 8, 2016. The LUC window for the November 8 general election will open on September 9, 2016. Broadcasters should contact their local county board of elections for details. A complete list of county boards of election is available on the Virginia Department of Elections website at <http://elections.virginia.gov/index.html>. The LUC rule does not apply to non-candidate third party political advertisers.
- September 14**    **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  
Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended July 31, 2016. These forms are to be filed monthly, no later than the 45<sup>th</sup> day after the end of the relevant month.
- September 21-23**    **NAB & RAB Radio Show.**  
Radio broadcasters gather in Nashville for the 2016 annual NAB/RAB Radio Show.
- September 30**    **EEO 395-Bs Due at FCC [Currently Suspended].**  
The EEO Annual Employment Report (FCC Form 395-B) generally requires broadcasters to file statistics regarding certain categories of employees and their race and/or ethnicity. Form 395-B is generally due to be filed with the FCC on September 30 of each year. As of the initial publication of this calendar, the Form 395-B filing requirement remains suspended.
- September 30**    **EEO-1 Report Due to EEOC.**  
Certain employers are subject to the requirement to file the Employer Information Report EEO-1 with the U.S. Equal Employment Opportunity Commission’s EEO-1 Joint Reporting Committee by September 30, 2016.
- October 1**        **Send Out Annual FCC Ownership Questionnaires to “Attributable Parties”**  
Each fall all broadcast licensees should collect responses to an Annual FCC Questionnaire from all officers, directors, and other “Attributable Parties.” The purpose of the Annual FCC Questionnaire is to satisfy the FCC’s requirement for licensees “to make diligent, good faith efforts to become knowledgeable” of any matters that should be reported to the FCC. You may wish to contact your FCC counsel to assist you with these Annual FCC Questionnaires.
- October 1**        **Registration and Fees for 2016 Unified Carrier Registration Announced.**

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Broadcasters that operate vehicles whose gross vehicle weight rating (GVWR) exceeds 10,000 pounds are required to register those vehicles with, among other governmental agencies, the Unified Carrier Registration (UCR) system. Historically, applicable fees and registration details are announced on or around October 1. UCR fees for 2017 are due by the end of this year.

### **October 11 Quarterly Issues/Programs Lists Due in Public File.**

Full power TV, Class A TV, and AM and FM radio stations are required to place in their public inspection files by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>) a list of programs that have provided the station's most significant treatment of community issues during the preceding calendar quarter. In a proceeding that has been pending at the FCC for multiple years, the FCC is considering a new, standardized form for Issues/Programs Lists, but no standardized form has been adopted yet.

Full power and Class A television stations must upload Quarterly Issues/Programs Lists to the station's online public file hosted on the FCC's website where they must remain for the duration of the license term. Radio stations should continue to place the Issues/Programs Lists in the station's paper public inspection file where they must remain for the duration of the license term.

### **October 11 TV Children's 398s Due at FCC and in Public File.**

Commercial full power and Class A TV stations must complete and file electronically with the FCC a Children's Television Programming Report (FCC Form 398) by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>). Children's Programming Reports reflect efforts made by the station during the preceding quarter and efforts planned for the next quarter to serve the educational and informational needs of children.

Once the report is filed, the FCC will automatically populate the station's online public file with the filed report. Full power and Class A television stations should confirm that the report is accessible in the station's online public file within 24 hours after filing the report

### **October 11 TV Children's Commercial Certifications Due in Public File.**

Each commercial full power and Class A TV station must upload records to substantiate the station's certification, in its license renewal application, of compliance with the commercial limits on children's programming. These records must be uploaded to the station's online public file by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>) and should remain in the public file for the duration of the license term.

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- October 11**     **Class A Continuing Eligibility Certification Due in Public File (for Class A TV Stations Only).**  
Class A TV stations must maintain documentation sufficient to demonstrate that the station is continuing to meet the eligibility requirements to operate as a Class A TV station. These records should be uploaded to the station’s online public file by the tenth day following the end of each quarter (and if the 10<sup>th</sup> falls on a weekend or holiday, then by the first business day after the 10<sup>th</sup>) and should remain in the public file thereafter.
- October 15**     **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  
Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended August 31, 2016. October 15 is a Saturday. Payment in advance of the October 15 deadline is recommended.
- October 31**     **Second 250-Mile Move Window for AM Stations Closes.**  
At 5:59 p.m. ET, on October 31, the second window will close for AM stations to acquire and move existing FM translators (licensed *or* unbuilt construction permits) up to 250 miles and to specify any rule-compliant non-reserved band FM channel. The second window opened on July 29, 2016, and is available to any AM station that did not file during the first window.
- November 14**     **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  
Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended September 30, 2016.
- November 26**     **Compliance Deadline for Video Description of Non-Textual Emergency Information Displayed During Non-News Programming.**  
The FCC’s Audible Crawl Rule has been in effect since November 2015, and all television stations must be prepared to comply with a new portion of the rule by November 26, 2016. The portion of the rule that becomes effective November 26, 2016, relates to non-textual emergency information displayed on-screen during non-news programming. All such non-textual emergency information—e.g., maps, radar images, and the like—must be “translated” into spoken text for transmission on a secondary audio stream beginning November 26, 2016.

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- December 1**     **Avoid a Holiday Lump of Coal from the FCC—Consider Using the [VAB/FCC Technical Station Inspection and Legal Audit Programs](#).**  
Your Association, in partnership with the FCC, conducts an FCC Technical Station Inspection and Legal Audit Program which, if you pass, may result in a three-year limited immunity from certain FCC inspections. Visit [the VAB website](#) or contact the VAB for all the details about how to participate.
- December 1**     **DTV Ancillary/Supplementary Services Reports Due.**  
All digital full power, Class A, low power, and TV translator licensees (as well as permittees operating pursuant to an STA) are required to electronically file DTV Ancillary/Supplementary Services Reports (FCC Form 317) and indicate whether they have offered any “ancillary” or “supplementary” services during the prior year ending September 30. “Ancillary” or “supplementary” services are services provided on that portion of the station’s digital spectrum capacity or bitstream that is not needed to provide the required one free, over-the-air video broadcast signal, and for which the station receives compensation in return for the broadcast (e.g., computer software distribution, data transmission, teletext, interactive materials, aural messages, paging services, audio signals, subscription video). Free, over-the-air multicast program streams are not ancillary or supplementary services. Stations that have provided such services and received compensation for such services must also remit 5 percent of the gross revenue derived from the services.
- December 15**     **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  
Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended October 31, 2016.
- December 31**     **Registration and Fees for 2016 Unified Carrier Registration Due.**  
Broadcasters that operate vehicles whose gross vehicle weight rating (GVWR) exceeds 10,000 pounds are required to register those vehicles with, among other governmental agencies, the Unified Carrier Registration (UCR) system. UCR fees for 2017 are due by the end of the year.