

Checklist for Annual Reporting Requirements

All information is due by April 1 of each year. The list below is provided to assist state franchise holders and their parent companies in determining which information is required.

Annual Video and Broadband Data

Use the posted Annual Report Data template to report video data for the franchise holder, any affiliates which are telephone corporations, and all other affiliates (including affiliates with local cable franchises), as of January 1, 2010. Submit a copy of FCC Form 477 data on broadband availability and subscribers for California using the appropriate data templates under the Annual Reporting section of the Video Franchising web page.

Employment Report

Required for franchise holders with more than 750 employees in California.

Service to Community Centers

Required for state franchise holders that alone, or in combination with their affiliates, have more than 1 million telephone customers in California.

Collective Bargaining Agreement

All companies should report whether their California employees are covered by collective bargaining agreements.

Workplace Diversity/EEO Report

All companies that file EEO-1 Forms with the Department of Labor should submit copies with their April 1 reports.