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December 9, 2020

**VIA EMAIL**

Robert Baker  
Gary Schonman  
Sima Nilsson  
Political Programming Staff  
Policy Division, Media Bureau  
Federal Communications Commission  
45 L Street, NE  
Washington, DC 20554

Re: **Response to Consent Decree**  
Commonwealth Radio, LLC  
File No. POL-072120-4988002

Dear Robert, Gary and Sima:

Pursuant to the *Order and Consent Decree*, released August 25, 2020, DA 20-943, Commonwealth Radio, LLC respectfully submits its Compliance Report which includes a spreadsheet and Declaration from the Compliance Officer. The Declaration summarizes the licensee's efforts to comply with the Political Record-keeping Statute and Rule during the reporting period prior to the November 3, 2020 general election.

Please inform undersigned counsel for Commonwealth Radio LLC, if there are any questions.

Respectfully submitted,

  
Mark N. Lipp

### **Compliance Report Declaration**

I, David Morgan, am the Compliance Officer for Commonwealth Radio LLC ("Commonwealth"), licensee of Station WNIS(AM), Norfolk, VA. I am responding to the *Order and Consent Decree*, File No. POL-072120-4986139. I am the Compliance Officer responsible for developing, implementing and administering the Compliance Plan. I have personal knowledge of the following certifications. I have provided a spreadsheet demonstrating that, during the 30 day period prior to the November 3, 2020 general election, all requests for political orders were timely uploaded into the station's online public file. In addition, I hereby certify that Commonwealth has established and implemented the Compliance Plan, and I am not aware of any instances of noncompliance with the terms and conditions of this *Consent Decree*.

The basis for these Certifications is as follows. Commonwealth was provided a comprehensive manual by its law firm which details and explains all Commission requirements for political record keeping. Utilizing this manual, I developed internal operating procedures to ensure that the employee who receives the political order and his or her supervisor both know the steps involved in processing the order, and then the manager immediately uploads the insertion order information into the station's online public file. Additional information that must be collected by way of the appropriate N.A.B. "Agreement Form" (e.g. Form PB-19) passes from the employee to the manager for review and correction, if needed, and then to me for additional review. Once I have deemed the N.A.B. form to be complete and correct, I immediately upload it as a separate document from the Insertion Order component of the Request for Time. It has been our experience that advertisers rarely complete the N.A.B. forms correctly and/or completely on their own, nor do they necessarily understand the requirements, and thus we must assist them and do whatever else is needed to ensure compliance. If there is a revision after the initial documents have been processed, such information is also uploaded timely. Once the political advertisements have been aired, the dates and times of these ads are also uploaded in a timely manner. Comprehensive checklists for both political candidate and non-candidate/issue advertising have been created for the above purposes. These checklists, which are shared spreadsheets using the "cloud based" Google Sheets online platform, allow all Covered Employees who are involved in the political/issue advertising process to enter information as appropriate and monitor progress electronically in real time. This has had the effect of distributing responsibility within a coordinated team effort. Multiple people now update and watch the checklists together instead of each person operating somewhat independently as before. More managers now upload files to the Online Public Inspection Files instead of just one person doing so as before. With multiple employees and managers across departments now involved together as a team, compliance items are much less likely to "fall through the cracks." Additionally, Google Calendar-based reminders were used to facilitate the generation of disposition reports, based on each advertising contract's end date.

On September 9, 2020, I presented a training program for all Covered Employees to explain the process and familiarize these employees with the Commission's political rules. I also explained the Consent Decree for our specific

situation as well as the general situation regarding political rules compliance in the broadcasting industry. As I was not fully familiar with the nuances and realities of all facets of the handling of political advertising requests in other departments, I also invited comments and suggestions from everyone else who was in attendance. All departments that are involved in the political/issue advertising process were represented, with all Covered Employees from those departments in attendance. The departments included:

- Sales
- Traffic
- Production
- Engineering (historically responsible for the Public Files)

Much valuable information was gleaned from the discussion, and the checklists were significantly improved as a direct result. Station procedures were also updated, based on this discussion. Informal ways of doing things in the past have been replaced with a much more formalized structure, e.g. phone calls and text messages between advertisers and salespeople have been supplanted with hard documentation. Additionally, as we put the checklists into actual use and gained real experience, we found room for additional improvements, which were implemented as needed. Involving all interested parties in the process greatly facilitated important feedback.

I hereby state under penalty of perjury that the foregoing is true, complete and correct to the best of my knowledge and belief and is made in good faith.

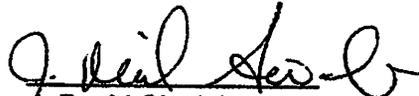


David Morgan  
Compliance Officer  
Commonwealth Radio LLC

December 4, 2020

**Compliance Report Declaration**

I, J. David Sinclair, Managing Member of Commonwealth Radio LLC, licensee of Station WNIS(AM), Norfolk, VA, am providing this Declaration to the *Order and Consent Decree*, File No. POL-072120-4986139, I have reviewed the Compliance Report and based on my knowledge, I hereby certify that this Compliance Report does not contain any untrue statements of a material fact, does not omit to state a material fact necessary to make the statements made herein, and is not misleading with respect to the period covered by the Compliance Report. I hereby state under penalty of perjury that the foregoing is true complete and correct to the best of my knowledge and belief and is made in good faith.

  
J. David Sinclair