

# CALIFORNIA

Film Commission

## California Film and Television Tax Credit Program 4.0

### DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY CHECKLIST

Production Title:	
Production Category:	
Queue Number:	

The California Film Commission (CFC) defines Diversity, Equity, Inclusion, and Accessibility (DEIA) as a commitment to providing equitable access to opportunities for people with varying racial, ethnic, and gender identities, disabilities, sexual orientations, age, religions, and socioeconomic statuses in an environment that is reasonably accessible to all whereby all are welcomed and respected.

In accordance with section 5553(m)(9) of the regulations, applicants shall submit a Diversity Checklist as part of the Phase II application process; failure to do so will result in disqualification. The applicant acknowledges, by checking each box below, best practices for promoting a diverse, equitable, inclusive, and accessible motion picture production industry in California. As set forth in sections 17053.98.1(g)(3)(D)(ii)(I) and 23698.1(g)(3)(D)(ii)(I) of the Revenue and Taxation Code, goals shall reflect both individuals whose wages are included within qualified wages and individuals whose wages are excluded from qualified wages. Resources related to the best practices listed below are available on the [CFC website](#). The CFC will reject any form related to the diversity, equity, inclusion, and accessibility requirements of sections 17053.98.1(b)(5), 17053.98.1(b)(19)(B)(vi), 17053.98.1(g)(3)(D), 23698.1(b)(5), 23698.1(b)(19)(B)(vi), and 23698.1(g)(3)(D) that includes quotas or other numeric goals regarding protected classes, including but not limited to race, ethnicity, gender, and disability status.

The U.S. Census Data is available as a resource to view statistics broadly reflective of California's population. The items on this form are not intended to require applicants to make any statements, set any goals, or take any actions that are incompatible with or contrary to federal, state, or local law, or applicable collective bargaining agreements.

For Review Use Only

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##### Inclusive Hiring

Inclusive hiring means minimizing bias during the hiring process, valuing diverse perspectives, and implementing an equitable recruiting process.

Efforts may include, but are not limited to:

- ✓ Conducting outreach to a wide range of candidates by, for example, utilizing DEIA and industry capacity building related staffing resources and lists, among other resources.
- ✓ Expanding access to employment through developing hiring criteria that demonstrate consideration for, but not limited to, the following:
  - graduates of pathway programs.
  - underrepresented individuals who lack established relationships in the motion picture production industry in California.
- ✓ Making interviews and casting sessions accessible to people with disabilities in alignment with applicable state law and the Americans with Disabilities Act of 1990 (ADA).
- ✓ Hiring hair and makeup crew members who are skilled in working with a variety of racial/ethnic hairstyles, textures, facial features and skin tones that reflect the cast members.
- ✓ Hiring a cinematographer and gaffer/chief lighting technician and key grips who are skilled in lighting for a variety of skin tones that reflect the cast members.
- ✓ Hiring a casting director skilled in casting underrepresented individuals in major and minor roles, as well as background, unless the storyline calls for casting of specific racial, ethnic, gender or other characteristics that would impede such casting.

##### Equity Education

Equity Education means learning about the historical and contemporary experiences of underrepresented communities and people, existing civil rights and discrimination laws, and setting goals for ensuring DEIA for everyone on the production.

Efforts may include, but are not limited to:

- ✓ Setting Equity Education goals and providing training opportunities to address these goals.
- ✓ Building awareness of the production's commitment to DEIA with department heads.
- ✓ Acknowledging what the production hopes to gain from learning about the historical and contemporary experiences of underrepresented communities and people specific to the project.

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- ✓ Recognizing the people and communities, including but not limited to California tribal nations, Native communities, and Indigenous peoples, living or located in the geographical area where principal photography is conducted.
- ✓ Sharing a Land Acknowledgement at any point during production.
- ✓ Given that underrepresented communities are disproportionately affected by environmental impacts, building awareness of sustainability efforts during production.

#### Industry Capacity Building

Industry Capacity Building means helping to increase an inclusive and qualified workforce and qualified vendor and supplier base in all areas that contribute to motion picture production in California.

Efforts may include, but are not limited to:

- ✓ Helping to increase an inclusive and qualified workforce and qualified vendor and supplier base, including but not limited to the use of apprenticeships, internships, mentoring, and traineeships.
- ✓ Enabling everyone on the production to understand its anti-discrimination and anti-harassment policies and the process for reporting such experiences as well as the steps to be taken once such a report is received.
- ✓ Offering gender-neutral bathrooms on set and in administrative production spaces throughout the production.
- ✓ Ensuring an accessible production in alignment with applicable state law and the ADA.

#### Supplier Diversity

Supplier Diversity means contracting with qualified vendors, including but not limited to catering companies, accounting firms, equipment rentals, and postproduction houses, owned and operated by individuals from socially and economically underrepresented groups to support production.

Efforts may include, but are not limited to:

- ✓ Conducting outreach to diverse suppliers utilizing resources and lists to identify available suppliers.
- ✓ Contracting with diverse suppliers including, if applicable, suppliers reflective of the people and communities specific to the project.

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**NOTE: Approved projects opting in to the diversity provisions of sections 17053.98.1(g)(3)(D) and 23698.1(g)(3)(D) of the Revenue and Taxation Code must complete a diversity, equity, inclusion, and accessibility workplan, Form DEIA2, which includes setting goals related to all of the areas described above.**

#### Acknowledgment

I acknowledge and agree that I, the applicant, have read and reviewed the Diversity Checklist, including all the content provided.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Title: \_\_\_\_\_