

**Appendix B: In the Matter of In**  
**I**  
**WC Doc**  
**Annual Reporti**  
**Pend**  
**OMB Control I**  
**Estimated Tir**

**ReadMe**

**Introduction**

Each year in the Annual Reports, Incarcerated People's Communications Ser  
previous calendar year.

All of the tabs from A to H are crosswalked to the Instructions (T

**Data Types**

**Numeric data** - should be numeric. Do not record extraneous values like \*\*  
in the Instructions for each column in each worksheet.

**Text data** - should be alpha, or alpha-numeric text. Try to avoid numeric-or

**Date data** - should be dates of the form MM/DD/YYYY. When a date range i

**Blanks** are permissible when there is no need to report. For rate data, ente  
blank if: (a) no service was provided; or (b) service was provided but not use

**Data Entry Tips**

**Unique Identifiers**

The Provider should have unique identifiers for contracts and for facilities. Each contract-facility pair, not duplicated in another row.

For example, one contract may cover several facilities, and each contract-facility pair would be unique.

The Contract Identifier and the Facility Identifier should match the "Unique Mandatory Data Collection filing."

The contract-facility pairs are initially entered in Tab B. After you enter the data in Tab C to Tab H.

More information about the Identifiers is given in the Instructions.

**Incarcerated People's Communications Services**  
**Excel Template**  
**Market Nos. 23-62, 12-375**  
**Reporting Form (FCC Form 2301(a))**  
**Requiring OMB Approval**  
**No. 3060-1222 / [Month] 2025**  
**Time Per Response: 160 hours**

Services (IPCS) Providers are required to report information on the services they provide for the  
tab "Crosswalk Excel to Instructions").

\*, N/A, or NULL. Instead, record a number, even if it's zero, or leave the cell blank, as described  
only text, especially with leading zeros. Try to avoid extraneous spaces between words.  
is entered, it will necessarily be text (e.g., MM/DD/YYYY – MM/DD/YYYY).  
or a positive number or zero if: (a) a service was provided; and (b) used at that rate. Leave a cell  
ed at that Facility during the Reporting Period.

Together they make unique contract-facility pairs. For Tabs B to H, each row should have a unique facility pair would be unique. As another example, two contracts may cover one facility for different months, : Identifier for Contract” and the "Unique Identifier for Facility" that the Provider used in its 2023 contract-facility pairs in Tab B, that information will be automatically inserted in the appropriate columns

I

## Crosswalk Excel to Instructions

### Tab in Excel Spreadsheet

ReadMe

Crosswalk Excel to Instructions

A. Basic Information

B. Contract & Facility Information

C. Interstate and Intrastate Audio IPCS Rates

D. International Audio IPCS Rates

E. Interstate and Intrastate Video IPCS Rates

F. International Video IPCS Rates

G. Miscellaneous

H. Disability Access

**Instructions Section**

- IV. ANNUAL REPORT REQUIREMENTS, ReadMe
- IV. ANNUAL REPORT REQUIREMENTS, Crosswalk Excel to Instructions
- IV. ANNUAL REPORT REQUIREMENTS, A. Basic Information
- IV. ANNUAL REPORT REQUIREMENTS, B. Contract & Facility Information
- IV. ANNUAL REPORT REQUIREMENTS, C. Interstate and Intrastate Audio IPCS Rates
- IV. ANNUAL REPORT REQUIREMENTS, D. International Audio IPCS Rates
- IV. ANNUAL REPORT REQUIREMENTS, E. Interstate and Intrastate Video IPCS Rates
- IV. ANNUAL REPORT REQUIREMENTS, F. International Video IPCS Rates
- IV. ANNUAL REPORT REQUIREMENTS, G. Miscellaneous
- IV. ANNUAL REPORT REQUIREMENTS, H. Disability Access

**Instructions****Pages**

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19-21

21-23

23-25

25-27

## A. Basic Information

Instructions: Please read this form carefully before completing. This form is to be completed by an officer of each Provider of Incarcerated People's Communications Services (IPCS). If the Provider seeks confidential treatment of any information, consistent with our rules and the Protective Order in place in these proceedings, then in its request for confidential treatment, the Provider shall identify the specific information which it claims is subject to confidential treatment.

|                                                                                              |  |                                                             |                                    |                                                                  |  |
|----------------------------------------------------------------------------------------------|--|-------------------------------------------------------------|------------------------------------|------------------------------------------------------------------|--|
| <b>(1) Provider Name:</b>                                                                    |  | <b>(2) Reporting Period:</b>                                |                                    |                                                                  |  |
| <b>(3) Officer Name, Title:</b>                                                              |  |                                                             |                                    |                                                                  |  |
| <b>(4) Officer Telephone Number:</b>                                                         |  |                                                             | <b>(5) Officer E-Mail Address:</b> |                                                                  |  |
| <b>(6) Total Number of Facilities Served by Provider:</b>                                    |  |                                                             |                                    |                                                                  |  |
| <b>(7) Number of Prisons Served by Provider:</b>                                             |  |                                                             |                                    |                                                                  |  |
| <b>(7)(a) Audio IPCS<br/>Only Prisons</b>                                                    |  | <b>(7)(b) Video IPCS<br/>Only Prisons</b>                   |                                    | <b>(7)(c) Audio and Video<br/>IPCS Prisons</b>                   |  |
| <b>(8) Number of Jails Served by Provider with Average Daily Population (ADP) Below 100:</b> |  |                                                             |                                    |                                                                  |  |
| <b>(8)(a) Audio IPCS<br/>Only Jails - ADP<br/>Below 100</b>                                  |  | <b>(8)(b) Video IPCS<br/>Only Jails - ADP<br/>Below 100</b> |                                    | <b>(8)(c) Audio and Video<br/>IPCS Jails - ADP Below<br/>100</b> |  |

|                                                                              |  |                                                                |  |                                                                     |  |
|------------------------------------------------------------------------------|--|----------------------------------------------------------------|--|---------------------------------------------------------------------|--|
| <b>(9) Number of Jails Served by Provider with ADP Between 100 and 349:</b>  |  |                                                                |  |                                                                     |  |
| <b>(9)(a) Audio IPCS Only Jails - ADP Between 100 and 349</b>                |  | <b>(9)(b) Video IPCS Only Jails - ADP Between 100 and 349</b>  |  | <b>(9)(c) Audio and Video IPCS Jails - ADP Between 100 and 349</b>  |  |
| <b>(10) Number of Jails Served by Provider with ADP Between 350 and 999:</b> |  |                                                                |  |                                                                     |  |
| <b>(10)(a) Audio IPCS Only Jails - ADP Between 350 and 999</b>               |  | <b>(10)(b) Video IPCS Only Jails - ADP Between 350 and 999</b> |  | <b>(10)(c) Audio and Video IPCS Jails - ADP Between 350 and 999</b> |  |
| <b>(11) Number of Jails Served by Provider with ADP of 1,000 or more:</b>    |  |                                                                |  |                                                                     |  |
| <b>(11)(a) Audio IPCS Only Jails - ADP of 1,000 or more</b>                  |  | <b>(11)(b) Video IPCS Only Jails - ADP of 1,000 or more</b>    |  | <b>(11)(c) Audio and Video IPCS Jails - ADP of 1,000 or more</b>    |  |

## B. Contract & Facility Information

| Contract Information      |                                       |                                 |                            | (3) Facilities          |                               |
|---------------------------|---------------------------------------|---------------------------------|----------------------------|-------------------------|-------------------------------|
| (1) Contracting Parties   |                                       |                                 | (2)<br>Contract Identifier |                         |                               |
| (1)(a)<br>IPCS Contractor | (1)(b)<br>IPCS Subcontractor (if any) | (1)(c)<br>Contracting Authority |                            | (3)(a)<br>Facility Name | (3)(b)<br>Facility Identifier |
|                           |                                       |                                 |                            |                         |                               |
|                           |                                       |                                 |                            |                         |                               |
|                           |                                       |                                 |                            |                         |                               |
|                           |                                       |                                 |                            |                         |                               |

| Covered by Contract             |                              | Facility                   |                                                   |                              |                                                 |
|---------------------------------|------------------------------|----------------------------|---------------------------------------------------|------------------------------|-------------------------------------------------|
|                                 |                              | (4)(a)<br>Facility<br>Type | (4)(b)<br>Average<br>Daily<br>Population<br>(ADP) | (4)(c) Facility<br>Rate Tier | (5)(a)<br>Facility Street<br>Number and<br>Name |
| (3)(c) Facility IPCS<br>Offered | (3)(d)<br>Compliance<br>Date |                            |                                                   | Prison                       |                                                 |
|                                 |                              |                            |                                                   |                              |                                                 |
|                                 |                              |                            |                                                   |                              |                                                 |
|                                 |                              |                            |                                                   |                              |                                                 |
|                                 |                              |                            |                                                   |                              |                                                 |

| cility Information                                              |                         |                             |                        |                                       |
|-----------------------------------------------------------------|-------------------------|-----------------------------|------------------------|---------------------------------------|
| (5) Location of Facilities                                      |                         |                             |                        |                                       |
| (5)(b)<br>Facility<br>Building<br>Identifier (if<br>one exists) | (5)(c)<br>Facility City | (5)(d)<br>Facility<br>State | (5)(e)<br>Facility ZIP | (5)(f)<br>Geographical<br>Coordinates |
|                                                                 |                         |                             |                        |                                       |
|                                                                 |                         |                             |                        |                                       |
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### C. Intrastate and Interstate Audio IPCS Rates

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**D. International Audio IPCS Rates**

| (1)<br>Destination | (2)<br>Interstate<br>Portion of<br>International<br>Rates?<br>(Yes/No) | (3) Highest<br>Total Per-<br>Minute Rate | Q<br>Jan.-                                            |
|--------------------|------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------------|
|                    |                                                                        |                                          | (3)(a)<br>Highest<br>Interstate<br>Per-Minute<br>Rate |
|                    |                                                                        |                                          |                                                       |

| Q1<br>Jan.-Mar.                            | Q2<br>Apr.-June                                       |                                            | Q3<br>July-Sep.                                       |                                            | Q4<br>Oct.-Dec.                                       |
|--------------------------------------------|-------------------------------------------------------|--------------------------------------------|-------------------------------------------------------|--------------------------------------------|-------------------------------------------------------|
| (3)(b)<br>Average<br>Termination<br>Charge | (3)(c)<br>Highest<br>Interstate<br>Per-Minute<br>Rate | (3)(d)<br>Average<br>Termination<br>Charge | (3)(e)<br>Highest<br>Interstate<br>Per-Minute<br>Rate | (3)(f)<br>Average<br>Termination<br>Charge | (3)(g)<br>Highest<br>Interstate<br>Per-Minute<br>Rate |
|                                            |                                                       |                                            |                                                       |                                            |                                                       |

|                                            |          |
|--------------------------------------------|----------|
| 4<br>Dec.                                  | Comments |
| (3)(h)<br>Average<br>Termination<br>Charge |          |
|                                            |          |

### E. Interstate and Intrastate Video IPCS Rates

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**F. International Video IPCS Rates**

|                                                                           |  |
|---------------------------------------------------------------------------|--|
| <b>International Video Rates Same as Interstate Video Rates? (Yes/No)</b> |  |
|---------------------------------------------------------------------------|--|

| <b>(1)<br/>Destination</b> | <b>(2)<br/>Interstate<br/>Portion of<br/>International<br/>Rates?<br/>(Yes/No)</b> | <b>(2)(a)<br/>Termination<br/>Charges for<br/>International<br/>Video IPCS?<br/>(Yes/No)</b> | <b>(3) Highest<br/>Total Per-<br/>Minute Rate</b> |
|----------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------|
|                            |                                                                                    |                                                                                              |                                                   |

| Q1<br>Jan.-Mar.                                       |                                            | Q2<br>Apr.-June                                       |                                            | Q3<br>July-Sep.                                       |                                            |
|-------------------------------------------------------|--------------------------------------------|-------------------------------------------------------|--------------------------------------------|-------------------------------------------------------|--------------------------------------------|
| (3)(a)<br>Highest<br>Interstate<br>Per-Minute<br>Rate | (3)(b)<br>Average<br>Termination<br>Charge | (3)(c)<br>Highest<br>Interstate<br>Per-Minute<br>Rate | (3)(d)<br>Average<br>Termination<br>Charge | (3)(e)<br>Highest<br>Interstate<br>Per-Minute<br>Rate | (3)(f)<br>Average<br>Termination<br>Charge |
|                                                       |                                            |                                                       |                                            |                                                       |                                            |

| Q4<br>Oct.-Dec.                                       |                                            | Comments |
|-------------------------------------------------------|--------------------------------------------|----------|
| (3)(g)<br>Highest<br>Interstate<br>Per-Minute<br>Rate | (3)(h)<br>Average<br>Termination<br>Charge |          |
|                                                       |                                            |          |

**G. Miscellaneous.**

| <b>(1) Ancillary Service Charges</b> |                          |                                                          | <b>(2) Site Co</b>       |
|--------------------------------------|--------------------------|----------------------------------------------------------|--------------------------|
| <b>(1)(a) Audio IPCS</b>             | <b>(1)(c) Video IPCS</b> | <b>(1)(e) Billed TTY-to-TTY Calling or TTY-Based TRS</b> | <b>(2)(a) Audio IPCS</b> |
|                                      |                          |                                                          |                          |

|                   |          |
|-------------------|----------|
| mmissions         | Comments |
| (2)(c) Video IPCS |          |
|                   |          |



















































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