

Appendix B: In the Matter of In
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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

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

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- IV. ANNUAL REPORT REQUIREMENTS, Crosswalk Excel to Instructions
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- 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
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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.

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

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

B. Contract & Facility Information

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

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

cility Information				
(5) Location of Facilities				
(5)(b) Facility Building Identifier (if one exists)	(5)(c) Facility City	(5)(d) Facility State	(5)(e) Facility ZIP	(5)(f) Geographical Coordinates

C. Intrastate and Interstate Audio IPCS Rates

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D. International Audio IPCS Rates

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

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

4 Dec.	Comments
(3)(h) Average Termination Charge	

E. Interstate and Intrastate Video IPCS Rates

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F. International Video IPCS Rates

International Video Rates Same as Interstate Video Rates? (Yes/No)	
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(1) Destination	(2) Interstate Portion of International Rates? (Yes/No)	(2)(a) Termination Charges for International Video IPCS? (Yes/No)	(3) Highest Total Per- Minute Rate

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

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

G. Miscellaneous.

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

mmissions	Comments
(2)(c) Video IPCS	

H. Disability Access

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FCC NOTICE REQUIRED BY THE PAPERWORK REDUCTION ACT

We have estimated that each IPCS provider's response to Form 2301(a) (consisting of Word and Excel Templates) will take 16 minutes to read the instructions, look through existing records, gather and maintain the required data, and complete and review the form. If you have any comments or on how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission Paperwork Reduction Project (3060-1222). We will also accept your comments via the Internet if you send them to pra@fcc.gov. Send all APPLICATIONS TO THIS ADDRESS. Remember—you are not required to respond to a collection of information sponsored by the federal government if the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to state that this collection has been assigned an OMB Control Number of 3060-1222.

**THE FOREGOING NOTICE IS REQUIRED BY THE PAPERWORK REDUCTION ACT
P.L. 104-13, OCTOBER 1, 1995, 44 U.S.C. 3507.**