**Appendix A**

**Incarcerated People’s Communications Services**

**Annual Reporting Form (FCC Form 2301(a))**

**Proposed Word Template**

**Introduction and Instructions**

As set forth in the instructions for the Annual Reporting Form (Instructions), a full response to the Annual Reporting Form (FCC Form 2301(a)) includes completion of this Word template, which shall contain responses to questions identified in the Instructions as requiring a narrative explanation. This template shall also be used to provide any additional information needed to ensure that your response is full and complete, and to identify and explain any caveats associated with your response. This template shall also include formulas, explanations, and appropriate references for calculations, where necessary, including any explanations needed to make your entries on the Excel template transparent and understandable.

In this template, we have consecutively numbered each of the inquiries identified in the Instructions as requiring a narrative explanation and included a cross reference to the appropriate section of the Instructions. Thus, all cross references in this template are to the Instructions. Number any additional explanatory responses beyond those explicitly required by the Instructions consecutively following the last numbered inquiry in this document and, as part of that response, clearly specify the question in the Instructions to which your answer corresponds.

All terms defined in the Instructions have the same meaning where they are used in this document.

**Basic Information (Section IV.A of the Instructions)**

Section IV.A of the Instructions requires you to provide general information and data about the Provider and its Affiliates, among other matters. Specifically, we require you to respond to the following inquiries here:

1. **Provider Name:** As instructed in item IV.A.10, provide the name under which the Provider offers IPCS. List all relevant names if the Provider offers IPCS under more than one name.

[[*Insert Provider Response Here*]]

1. **Facilities Served Less than a Full Year:** As instructed in item IV.A.11, provide the names of all Facilities that you served for less than a full year during the Reporting Period and the corresponding dates of your service (e.g., [Facility Name], from MM/DD/YYYY to MM/DD/YYYY). If you served all Facilities reported in item IV.A.6 during the entirety of the Reporting Period, enter “The Provider served each Facility listed in the Excel template throughout the entire Reporting Period” (without the quotation marks).

[[*Insert Provider Response Here*]]

1. **Explanation of Alternative Method for Calculating Average Daily Population:** As instructed in item IV.A.12, provide the names of all Facilities for which the ADP reported reflects an Alternative Method for Calculating Average Daily Population. Describe in detail the method used to calculate ADP for each of those Facilities.

[[*Insert Provider Response Here*]]

1. **Narrative Description of a Subcontract to Provide IPCS:** As instructed in item IV.A.13, if a Provider contracts with a Subcontractor to provide any aspect of IPCS, the Provider and the Subcontractor shall explain each such arrangement in their respective Annual Reports. At a minimum, this explanation shall include:
	1. The name of the Provider with the contractual or other agreement with a Facility or contracting authority for the provision of IPCS;
	2. The name, address, and contact information of the Subcontractor;
	3. The services provided by the Subcontractor under the agreement;
	4. The Facility Identifier and address for the Facilities at which the Subcontractor provides services under the agreement;
	5. A description of the IPCS-Related Operations provided by the Provider;
	6. A description of the IPCS-Related Operations provided by the Subcontractor;
	7. A list of the types of IPCS and Ancillary Services billed by the Provider;
	8. A detailed description of any Revenue-Sharing Agreement between the Provider and the Subcontractor, including any such Agreement with regard to proceeds from those communications and Ancillary Services; and
	9. A list of the types of IPCS and Ancillary Services billed by the Subcontractor and a description of any Revenue-Sharing Agreement between the Provider and the Subcontractor, including any such Agreement with regard to proceeds from those communications and services.

[[*Insert Provider Response Here*]]

1. **Additional Information:** As instructed in item IV.A.14, provide any additional information needed to ensure that your entries for Basic Information are full and complete.

[[*Insert Provider Response Here*]]

**Intrastate and Interstate Audio IPCS Rates (Section IV.C of the Instructions)**

Section IV.C of the Instructions requires you to provide information about your rates for Intrastate and Interstate Audio IPCS. Use the section below to complete the request for information in the Intrastate and Interstate Audio IPCS Rates section.

1. **Alternative Rate Structures:** As instructed in item IV.C.1.d, for any rate structure other than per-minute rates for intrastate Audio IPCS communications from any Facility, explain in detail in the Word template.

[[*Insert Provider Response Here*]]

1. **Additional Information:** As instructed in item IV.C.1.e, provide any additional information needed to ensure that your entries for intrastate Audio IPCS Rates are full and complete.

[[*Insert Provider Response Here*]]

1. **Additional Information:** As instructed in item IV.C.2.e, provide any additional information needed to ensure that your entries for Interstate Audio IPCS Rates are full and complete.

[[*Insert Provider Response Here*]]

**International Audio IPCS Rates (Section IV.D of the Instructions)**

Section IV.D of the Instructions requires you to provide information about your rates for International Audio IPCS. Use the section below to complete the request for information in the International Audio IPCS Rates section.

1. **Domestic Portion of International Rates:** As instructed in item IV.D.9, if any of your answers for item IV.D.2 is “No,” explain how the domestic portion of your international IPCS rates differed from the interstate rates you charged for Interstate Communications from the Facility.

[[*Insert Provider Response Here*]]

1. **Above-Cap Termination Charges:** As instructed in item IV.D.10, if any of your answers for item IV.D.8 is “Yes,” explain in detail the circumstances surrounding your billing a Termination Charge above the maximum amount permitted under the Commission’s Rate Cap Rules. This explanation shall include, among other relevant information, the circumstances leading to the above-cap charges; the total amount of above-cap charges; the number of Consumers affected; the number of communications affected; a breakdown of the above-cap charges by Facility and International Destination; and a statement as to whether the above-cap charges have been refunded to Consumers.

[[*Insert Provider Response Here*]]

1. **Other International Rate Offerings:** Your responses to Parts IV.D.2 through IV.D.8 of the Instructions will provide on a Facility-by-Facility basis detailed International rate information for each International Destination to which IPCS communications were placed from a particular Facility during the Reporting Period. As instructed in item IV.D.11, provide link(s) here to publicly available webpage(s) setting forth the rates at which you offered international IPCS during the Reporting Period for International Destinations that were not called from a particular Facility during the Reporting Period.

[[*Insert Provider Response Here*]]

1. **Additional Information:** As instructed in item IV.D.12, provide here any additional information needed to ensure that your entries for International Rates for Audio IPCS are full and complete.

[[*Insert Provider Response Here*]]

**Interstate and International Audio IPCS Rates Above the Maximum Rates Permitted Under the Commission’s Rate Cap Rules (Section IV.E of the Instructions)**

Section IV.E of the Instructions requires you to provide additional information regarding the Interstate and International rates charged for Audio IPCS communications from each Facility for which you entered “Yes” in response to items IV.C.2.d, IV.D.7, or IV.D.8). Use the section below to complete the requests for information in the Interstate and International Audio IPCS Rates Above the Maximum Rates Permitted Under the Commission’s Rate Cap Rules section.

1. **Explanation of Above-Cap Interstate Rates:** As instructed in item IV.E.2, explain in detail the circumstances surrounding each interstate Audio IPCS rate you charged where the total rate, or a component thereof, exceeded the maximum permissible under the Rate Cap Rules. This explanation shall include, among other relevant information, for each Facility, the circumstances leading to the above-cap charges; the number of Consumers billed above-cap charges; the number of above-cap communications billed; the total dollar amount by which Consumers were overcharged; and the amount of above-cap charges that have been refunded to Consumers.

[[*Insert Provider Response Here*]]

1. **Explanation of Above-Cap International Rates:** As instructed in item IV.E.3, explain in detail the circumstances surrounding each international Audio IPCS rate you charged where the total rate, or a component thereof, exceeded the maximum permissible under the Rate Cap Rules. This explanation shall include, among other relevant information, for each Facility, the circumstances leading to the above-cap charges; the number of Consumers billed above-cap charges; the number of above-cap communications billed; the total dollar amount by which Consumers were overcharged; and the amount of above-cap charges that have been refunded to Consumers.

[[*Insert Provider Response Here*]]

1. **Additional Information:** As instructed in item IV.E.4, provide any additional information needed to ensure that your entries for Interstate and International Audio IPCS Rates Above the Maximum Rates Permitted Under the Commission’s Rate Cap Rules are full and complete.

[[*Insert Provider Response Here*]]

**Intrastate and Interstate Video IPCS Rates (Section IV.F of the Instructions)**

1. **Description of Video IPCS:** As instructed in item IV.F.4, describe in detail each type of Video IPCS provided at or for the Facilities during the Reporting Period.

[[*Insert Provider Response Here*]]

1. **Additional Information:** As instructed in item IV.F.5, provide any additional information needed to ensure that your entries for Intrastate and Interstate Video IPCS Rates are full and complete.

[[*Insert Provider Response Here*]]

**International Video IPCS Rates (Section IV.G of the Instructions)**

1. **Bundling:** As instructed in item IV.G.2,explain how you market Video IPCS to Consumers, including identifying any packages, bundles, and other services or features included with Video IPCS. Additionally, specify the unit of sale you use to sell the bundles to Consumers (e.g., per communication, per minute, or per data allotment).

[[*Insert Provider Response Here*]]

1. **Termination Charges:** As instructed in item IV.G.3, explain whether there are any Termination Charges or the equivalent associated with international Video IPCS. Provide details concerning how the underlying carriers charge for termination (e.g., per communication, per minute, or per data allotments, and International Destinations), and how those charges are passed through to Consumers.

[[*Insert Provider Response Here*]]

1. **Additional Information:** As instructed in item IV.G.4, provide any additional information needed to ensure that your entries for international Video IPCS Rates are full and complete.

[[*Insert Provider Response Here*]]

**Ancillary Service Charges – Audio IPCS (Section IV.H of the Instructions)**

Section IV.H of the Instructions requires you to provide, on a Facility-by-Facility basis, information regarding any Ancillary Services you billed during the Reporting Period associated with Audio IPCS. Use the section below to complete the requests for information in the Ancillary Service Charges – Audio IPCS section.

1. **Above-Cap Ancillary Service Charges:**  As instructed in item IV.H.7, if any of your answers for items IV.H.1.c, IV.H.2.c, IV.H.3.c, IV.H.4.c, IV.H.5.c, and any similar columns you may have added regarding the Maximum Amount Per Billed Transaction exceeds the maximum charges permitted under the Commission’s Ancillary Service Charge Rules, explain in detail the circumstances surrounding the above-cap charges. This explanation shall include, among other relevant information, the circumstances leading to the above-cap charges; the total amount of above-cap charges; the number of Consumers affected; a breakdown of the above-cap charges by type of charge and frequency for each relevant Facility; and a statement as to the extent to which the above-cap charges have been refunded to Consumers.

[[*Insert Provider Response Here*]]

1. **Variable Ancillary Service Charges:**  As instructed in item IV.H.8, if any of your answers for items IV.H.1.d, IV.H.2.d, IV.H.3.d, IV.H.4.d, IV.H.5.d, and any similar columns you may have added regarding Fixed or Variable Fees is “Variable,” explain how the variable fee billed to Consumers is calculated.

[[*Insert Provider Response Here*]]

1. **Allocation of Reported Number:**  As instructed in item IV.H.9, if any of your answers for items IV.H.1.e, IV.H.2.e, IV.H.3.e, IV.H.4.e.(1), IV.H.5.e.(1), and any similar columns you may have added regarding the Number of Times Each Charge Was Billed or Number of Times Each Charge Was Passed Through reflects an allocation of Ancillary Service Charge payments among Facilities, explain why an allocation is necessary and provide the methodology used to perform the allocation.

[[*Insert Provider Response Here*]]

1. **Description of Other Ancillary Service Charges:** As instructed in item IV.H.10, if you added information for Ancillary Service Charges that were not listed in the Instructions as directed in item IV.H.6, explain each of these Other Ancillary Service Charges in detail.

[[*Insert Provider Response Here*]]

1. **Additional Information:** As instructed in item IV.H.11, provide any additional information needed to ensure that your entries for Ancillary Service Charges associated with Audio IPCS are full and complete.

[[*Insert Provider Response Here*]]

**Ancillary Service Charges – Video IPCS (Section IV.I of the Instructions)**

Section IV.I of the Instructions requires you to provide, on a Facility-by-Facility basis, information regarding any Ancillary Service Charges you offered during the Reporting Period associated with Video IPCS. Use the section below to complete the requests for information in the Ancillary Service Charges **–** Video IPCS section.

1. **Variable Ancillary Service Charges:**  As instructed in item IV.I.7, if any of your answers for items IV.I.1.d, IV.I.2.d, IV.I.3.d, IV.I.4.d, IV.I.5.d, and any similar columns you may have added regarding Fixed or Variable Fees is “Variable,” explain how the variable fee billed to Consumers is calculated.

[[*Insert Provider Response Here*]]

1. **Allocation of Reported Number:**  As instructed in item IV.I.8, if any of your answers for items IV.I.1.e, IV.I.2.e, IV.I.3.e, IV.I.4.e.(1), IV.I.5.e.(1), and any similar columns you may have added regarding the Number of Times Each Charge Was Billed or Number of Times Each Charge Was Passed Through reflects an allocation of Ancillary Service Charge payments among Facilities, explain why an allocation is necessary and provide the methodology used to perform the allocation.

[[*Insert Provider Response Here*]]

1. **Description of Other Ancillary Service Charges:** As instructed in item IV.I.9, if you added information for Ancillary Service Charges that were not listed in the Instructions as directed in Item IV.I.6, explain each of these Other Ancillary Service Charges in detail.

[[*Insert Provider Response Here*]]

1. **Different Charges**: As instructed in item IV.I.10, if any of the Ancillary Service Charges are different for Audio IPCS vs. Video IPCS, explain in detail why the charges are different.

[[*Insert Provider Response Here*]]

1. **Additional Information:** As instructed in item IV.I.11, provide any additional information needed to ensure that your entries for Ancillary Service Charges associated with Video IPCS are full and complete.

[[*Insert Provider Response Here*]]

**Site Commissions – Audio IPCS (Section IV.J of the Instructions)**

Section IV.J of the Instructions requires you to provide information about your Site Commissions associated with Audio IPCS. Use the section below to complete the requests for information in the Site Commissions – Audio IPCS section.

1. **Allocation of Reported Amount:** As instructed in item IV.J.3, if any amount reported for items IV.J.1 and IV.J.2 reflects an allocation of Site Commission payments among Facilities covered by a given contract, explain why an allocation is necessary, provide the methodology used to perform the allocation, and explain why you chose the particular allocation method. For each amount reflecting an allocation of Site Commission payments among Facilities covered by a given contract, you must identify each Facility to which that amount has been allocated and include the Contract Identifier information for each Facility covered by that contract.

[[*Insert Provider Response Here*]]

1. **In-Kind Site Commission Payments:** As instructed in item IV.J.4, describe your In-Kind Site Commission payments in detail, including how you determined the value of the payments you entered in the Excel template. Specifically describe each Safety and Security Measure that you classify as an In-Kind Site Commission payment. Also specifically describe any other payment, gift, exchange of services or goods, fee, technology allowance, or product that you classify as an In-Kind Site Commission payment.

[[*Insert Provider Response Here*]]

1. **Legal Authority for Legally Mandated Site Commission Payments:** As instructed in item IV.J.5, for any Legally Mandated Site Commission payments reported in item IV.J.1.a, provide a citation to the authority requiring the Legally Mandated Site Commission at the Facility.

[[*Insert Provider Response Here*]]

1. **Additional Information:** As instructed in item IV.J.6, provide any additional information needed to ensure that your entries for Site Commissions associated with Audio IPCS are full and complete.

[[*Insert Provider Response Here*]]

**Site Commissions – Video IPCS (Section IV.K of the Instructions)**

Section IV.K of the Instructions requires you to provide information about your Site Commissions associated with Video IPCS. Use the section below to complete the requests for information in the Site Commissions – Video IPCS section.

1. **Allocation of Reported Amount Among Facilities:** As instructed in item IV.K.3, if any amount reported for items IV.K.1 and IV.K.2 reflects an allocation of Site Commission payments among Facilities covered by a given contract, explain why an allocation is necessary, provide the methodology used to perform the allocation, and explain why you chose the particular allocation method. For each amount reflecting an allocation of Site Commission payments among Facilities covered by a given contract, you must identify each Facility to which that amount has been allocated and include the Contract Identifier information for each Facility covered by that contract.

[[*Insert Provider Response Here*]]

1. **In-Kind Site Commission Payment:** As instructed in item IV.K.4, describe your In-Kind Site Commission payments in detail, including how you determined the value of the payments you entered in the Excel template. Specifically describe each Safety and Security Measure that you classify as an In-Kind Site Commission payment. Also specifically describe any other payment, gift, exchange of services or goods, fee, technology allowance, or product that you classify as an In-Kind Site Commission payment.

[[*Insert Provider Response Here*]]

1. **Legal Authority for Legally Mandated Site Commission Payments:** As instructed in item IV.K.5, for any Legally Mandated Site Commission payments reported in item IV.K.1.a, provide a citation to the authority requiring the Legally Mandated Site Commission at the Facility.

[[*Insert Provider Response Here*]]

1. **Allocation of Reported Amount Among Services:** As instructed in item IV.K.6, to the extent you pay Site Commissions for both Audio IPCS and Video IPCS on a per-Provider, per-Facility, or per-contract basis, and those Site Commissions are fixed, you shall allocate such Site Commission payments between Audio IPCS and Video IPCS based on your best-estimate of the percentage of the total amount of your Fixed Site Commissions attributable to each type of IPCS. If you used an alternative allocation methodology, explain why an alternative allocation is necessary, provide the methodology used to perform the allocation, and explain why you chose the particular allocation method.

**[[***Insert Provider Response Here***]]**

1. **Additional Information:** As instructed in item IV.K.7, provide any additional information needed to ensure that your entries for Site Commissions associated with Video IPCS are full and complete.

[[*Insert Provider Response Here*]]

**Disability Access (Section IV.L of the Instructions)**

Section IV.L of the Instructions requires you to provide information about your Disability Access Services. Use the section below to complete the requests for information in the Disability Access section.

1. **Above-Cap TTY-to-TTY Based Ancillary Service Charges:** As instructed in item IV.L.9, if any of your answers for items IV.L.6.b, IV.L.7.b, and any similar columns you may have added regarding Total Amount Billed for Ancillary Service Charges exceeds the maximum charges permitted under the Commission’s Ancillary Service Charge Rules, explain in detail the circumstances surrounding the above-cap charges. This explanation shall include, among other relevant information, the circumstances leading to the above-cap charges; the total amount of above-cap charges; the number of Consumers affected; a breakdown of the above-cap charges by type of charge and frequency for each relevant Facility; and a statement as to the extent to which the above-cap charges have been refunded to Consumers.

[[*Insert Provider Response Here*]]

1. **Allocation of Reported Number:** As instructed in item IV.L.10, if a reported number of times each charge has been billed reflects an allocation of Ancillary Service Charge payments among Facilities, explain why an allocation is necessary, provide the methodology used to perform the allocation, and why you chose the particular allocation method

[[*Insert Provider Response Here*]]

1. **Additional Information:** As instructed in item IV.L.11, provide any additional information needed to ensure that your entries for Disability Access are full and complete.

[[*Insert Provider Response Here*]]

**Additional Provider Explanatory Responses**

1. [[*Insert Additional Provider Explanatory Response Here*]]
2. [[*Insert Additional Provider Explanatory Response Here*]]

**FCC NOTICE REQUIRED BY THE PAPERWORK REDUCTION ACT**

We have estimated that each IPCS provider’s response to FCC Form 2301(a) (consisting of Word and Excel Templates) will take 220 hours. Our estimate includes the time 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 on this estimate, or on how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, AMD-PERM, Washington, DC 20554, Paperwork Reduction Project (3060-1222). We will also accept your comments via the Internet if you send them to pra@fcc.gov. Please DO NOT SEND COMPLETED APPLICATIONS TO THIS ADDRESS. Remember—you are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB Control Number of 3060-1222.

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