



**GSA** Contract Holder  
47QRAA18D00FA

Interstate TRS Fund  
Annual State Data Request

***Filing Instructions***

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## **PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS**

The Federal Communications Commission (FCC) is authorized under the Communications Act of 1934, as amended, to collect the information the TRS Administrator, Rolka Loube, requests in this form. If Rolka Loube as the TRS Administrator, believes there may be a violation or a potential violation of a FCC statute, regulation, rule or order, your certification may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation, or order. In certain cases, the information in your certification may be disclosed to the Department of Justice or a court or adjudicative body when a) the FCC; or b) any employee of the FCC; or c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding.

We have estimated that the collection of this information will take 1.0 hour annually. Our estimate includes the time to read the instructions, look through existing records, gather and maintain required data, and review the form or response. 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, Office of Managing Director, AMD-PER, Washington, DC 20554, Paperwork Reduction Act Project (3060-0463). We will also accept your PRA comments if you send an e-mail to [PRA@fcc.gov](mailto:PRA@fcc.gov).

Please **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS**. 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 and/or we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0463.

**THIS NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93- 579, DECEMBER 31, 1974, 5 U.S.C. SECTION 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.**

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## Definitions

Please see the table below for a list of acronyms and definition.

Acronym	Definition
FCC	Federal Communications Commission
TRS	Interstate Telecommunications Relay Service
MARS	Multistate Average Rate Structure
TTY/TT	Teletype/Text Telephone
STS	Speech-to-Speech
CTS	Captioned Telephone Service
RSDR	Relay Service Data Request

## Introduction

On November 19, 2007, the FCC released a Report and Order (FCC 07-186) adopting new cost recovery methodologies for the various forms of TRS. For TTY, STS, and CTS services, the Commission adopted the MARS Plan. One MARS rate is calculated for interstate TTY and STS services, and one MARS rate is calculated for interstate CTS service.

As administrator of the TRS Fund, Rolka Loube oversees the collection and analysis of cost and demand data. Rolka Loube has created a form and associated instructions for the submission of the annual filing data. If you have questions regarding these instructions, please email [TRSDataRequest@rolkaloube.com](mailto:TRSDataRequest@rolkaloube.com).

## Overview

The purpose of these Instructions is to aid each state to submit accurate annual rate and minute data to Rolka Loube.

### Filing Schedule

All forms must be submitted to Rolka Loube on or before **February 21, 2025**.

## Annual Filing Rules

In accordance with FCC 07-186, each state TRS Administrator is to provide rate and minute data for TTY, STS, and CTS service for January 1st - December 31st, of the year most recently closed, the Reporting Period.

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## Traditional Services

If your State, through a state agency or TRS Administrator, had a contract for TTY, STS, and/or CTS services during the Reporting Period, complete the following worksheets: **Flat Rate Revenue**, **Per Minute Revenue**, and **Add. Costs Paid to Provider**.

### Flat Rate Costs

If your State, through a state agency or TRS Administrator, had a contract for TTY, STS, and/or CTS at a flat rate (independent of the number of minutes serviced) during the Reporting Period, use the **Flat Rate Costs** worksheet to report the costs. Amounts provided should include only those costs associated with provisioning TTY, STS, and/or CTS services. Additional costs associated with programs such as outreach, administration, billing, or other costs should be reported on the **Add. Costs Paid to Provider** worksheet. See [Flat Rate Costs](#) for instructions on completing this worksheet.

### Per Minute Costs

If your State, through a state agency or TRS Administrator, had a service contract for TTY, STS, and/or CTS at a per minute rate (dependent on the number of minutes serviced) during the Reporting Period, use the **Per Minute Costs** worksheet to report the costs. Amounts provided should include only those costs associated with provisioning the TTY, STS, and/or CTS services. Additional costs associated with programs such as outreach, administration, billing, or other costs should be reported on the **Add. Costs Paid to Provider** worksheet. See [Per Minute Costs](#) for instructions on completing this worksheet.

### Additional Costs Paid to Provider

If a state, through a state agency or TRS Administrator, paid funds during the Reporting Period for programs that support TTY, STS, and/or CTS in addition to those associated with provisioning the services, use the **Add. Costs Paid to Provider** worksheet to report the amounts paid to the provider. See [Additional Costs Paid to Provider](#) for instructions on completing this worksheet.

## Annual Filing Forms

### Preparation of Forms

#### *Filing Information*

To complete the **Filing Information** worksheet, follow the steps below:

1. Select state or territory name for the jurisdiction.
2. Enter the preparer's name, contact email address, and contact telephone number.
3. Select the most recent calendar year for the filing. The calendar year data is filed the following calendar year.
4. Enter the name and title of the senior officer attesting to the completion and accuracy of the filing.
5. Enter the signature and signature date of the senior officer.

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### **Flat Rate Costs**

To complete the **Flat Rate Costs** worksheet, follow the steps below:

1. Select the provider associated with the flat rate. *If the appropriate value is not available, email [TRSDataRequest@rolkaloube.com](mailto:TRSDataRequest@rolkaloube.com).*
2. For each of the services, indicate if the flat rate contract covers the provision of TTY, STS, and/or CTS service minutes.
3. Enter the start and end date for the flat rate contract.
4. Select Annual if the amount is for the entire contract period or Monthly if the amount reported is per each month of the contract period.
5. Enter the flat rate amount, rounding to the nearest dollar.
6. Enter the TTY, STS, and/or CTS conversation minutes for services received during the contract period.

### **Per Minute Costs**

To complete the **Per Minute Costs** worksheet, follow the steps below:

1. Select the provider associated with the per minute contract.
2. Select the service (TTY, STS, or CTS) covered by the per minute contract.
3. Enter the start and end date of the per minute contract.
4. Indicate whether the per minute rate applies to reported session minutes or conversation minutes.
5. Enter the per minute rate.
6. Enter the conversation and session minutes paid for during the contract period.

### **Additional Costs Paid to Provider**

To complete the **Add. Costs Paid to Provider** worksheet, follow the steps below:

1. Select the provider associated with the additional cost.
2. For each of the services, indicate if the additional costs cover the programs for TTY, STS, and/or CTS service.
3. Enter the start and end date for the contract for additional cost.
4. Select Annual if the amount is for the entire contract period or Monthly if the amount reported is per each month of the contract period.
5. Enter the additional cost amount, rounding to the nearest dollar.
6. Select a program that best describes the cost reported.  
If Other is selected, then enter a description of the program covered by the cost.

## Filing Schedule and Submission

### *Submission Process*

Rolka Loube is using BOX for the secure transmission of files containing confidential cost and demand data. To submit a completed filing, visit [BOX.com](https://box.com) and log in with your BOX credentials. If you do not have credentials to BOX, please email [TRSDataRequest@rolkaloube.com](mailto:TRSDataRequest@rolkaloube.com). After logging into BOX, you will see a folder for Annual Filings and the option to upload files to this folder.

### *Filing Name Convention*

All filing submissions must be named XX\_2024\_Annual\_V.xlsx where:

- XX is the two-character state/territory abbreviation
- V is the single digit version number starting at zero (0) and incrementing by one (1) for each replacement submission.