

**ANNUAL REPORT OF COSTS RELATED TO THE STATEWIDE WIRELESS NETWORK**  
**Instructions for Completion**

**State Agencies and Public Authorities:** Complete Parts I and II of this report and submit it to the Office of the State Comptroller by January 30, 2008 at the following address:

NYS Office of the State Comptroller  
Division of Contracts and Expenditures  
110 State Street, 11<sup>th</sup> floor  
Albany, NY 12236  
Attn: John Moriarty

**General Instructions**

1. *Name of Agency/Authority, Agency Code:* Provide the name of the entity for which expenditure information is being reported, and the agency code, if applicable.
2. *Level of Participation:* Circle the level of participation that your government has in the Statewide Wireless Network (SWN).
3. *Calendar Year:* This is the year for which actual expenditure information should be reported.
4. *Fiscal Year:* Enter the dates of your next fiscal year – this is the year for which anticipated expenditures should be reported.
5. *Part I:* Complete Part I by providing information for the calendar year just ended.
6. *Part II:* Complete Part II by providing anticipated information for the upcoming fiscal year.
7. *Procurements :* For all equipment, accessories, options, enhancements, services, infrastructure, capital construction and other capital costs, use this column to report the following information:
  - For outright purchases, report the total amount of the new purchase. This amount should be included in Part I of the report for the year the purchase is made, and in Part II for the fiscal year in which the purchase is anticipated to be made.
  - For items acquired through lease/purchase, the reportable amount is the equivalent of the cash purchase price exclusive of any interest or financing charges. This amount should be included in Part I of the report for the inception year of the purchase, and in Part II for the fiscal year in which the purchase is anticipated to be initiated.
  - If items are acquired pursuant to an operating lease, for each year the lease is in effect, enter in Part I the annual lease commitment for the reporting period. Similarly, when lease payments are anticipated to be made in the next fiscal year, enter in Part II the annual lease commitment for the upcoming fiscal year. If the first or last year of the lease is less than twelve months, enter the amount of the lease commitment for the partial year only in Part I or Part II as appropriate.
8. *Disbursements:* Complete this column by entering the total amount of payments made during the calendar year (Part I), and/or anticipated to be paid during the upcoming fiscal year (Part II).
  - For outright purchases, report the total purchase price in the appropriate category.
  - For items acquired through lease/purchase, report the total amount of lease/purchase payments for the year. The amount of interest that is included in such lease/purchase payments is to be reported in the expenditure category labeled “Interest;” the amount of principal in these payments is to be reported in the expenditure category appropriate to the acquisition.
  - For items acquired via operating lease, report the total amount of lease payments for the year in the appropriate category.
9. Fill in the report preparer’s name, title and telephone number, and sign and date the report.

**Definitions of Expenditure Categories:**

- **Subscriber Equipment:** End user communications equipment including mobile radios, portable radios, Vehicular Tactical Mobile Repeaters (V-TAC), and Fixed Radio Access Terminals (FRAT- control stations).
- **Connectivity Costs:** Data circuits (i.e., 56K – T-1s) and interoperability gateway devices.
- **Accessories:** Microphones, batteries, antennas, radio chargers, carrying cases, etc.
- **Optional Equipment and Functionality/Other Expenses:** Computer Aided Dispatch (CAD) and Paging Services, and any other equipment costs necessary to gain access to the Statewide Wireless Network, or other SWN-related expenditures that are not otherwise classified herein.
- **Capital Construction:** Includes capital expenditures necessary to use the Statewide Wireless Network.
- **Enhanced Coverage:** Radio coverage beyond SWN basic mobile coverage including in-building, underground and in-tunnel coverage.
- **Interest:** Includes interest payments only for obligations issued for equipment and capital purchases related to the Statewide Wireless Network.
- **SWN Infrastructure:** This category is for use by NYS OFT only, and includes the costs of design, building, implementation and maintenance of the core SWN system.