



Detailed Fee Itemization

Freedom of Information Act

Ann Arbor Housing Commission
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 Ann Arbor, MI 48103

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The following fee components are being charged/estimated in compliance with Section 4 of the Michigan Freedom of Information Act (MCL 15.234) and the AAHC's FOIA Procedures and Guidelines. If the AAHC is seeking a deposit prior to providing the public records sought, the total estimated fee is itemized on this form.

If you believe that you have been charged a fee in excess of that permitted by the FOIA or the AAHC's FOIA Procedures and Guidelines, you must submit to the AAHC FOIA Administrator, within 45 days of the date of this response, a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the AAHC's Procedures and Guidelines or section 4 of the FOIA. Within 45 days after the appeal determination, you may commence a civil action in Washtenaw County Circuit Court for a fee reduction. The AAHC's FOIA Procedures and Guidelines and Written Public Summary are available on the AAHC's website at www.a2gov.org/housingcommissision or in person at the AAHC Office.

If all or a portion of the requested public records are publicly available on an AAHC internet site, the AAHC is required to inform you and, where practicable, include a specific internet address. For this request, the following public records can be found at the following AAHC internet address(es):

www.a2gov.org/housingcommissision

If public records you requested are available on a AAHC internet site, but you still would like the AAHC to send you a printed or electronic copy of the records, the labor and material costs for duplication or publication of those records will be added to the fee for the request in accordance with the AAHC's FOIA Procedures and Guidelines. The fringe benefit multiplier for these costs is permitted to exceed 50% of the hourly wage, reflecting actual costs.

1. Labor Costs	This is the cost of labor directly associated with the necessary searching for, locating, and examining of public records in conjunction with receiving and fulfilling a granted written request. These costs are estimated and charged in 15-minute (.25 hour) increments, rounded down, with a fringe benefit multiplier to account for overhead as permitted under the FOIA. The number to the right of the decimal point in the fringe benefit multiplier indicates the overhead charge as a percent of the hourly wage.				
Search, Location, & Examination of Records					
Title	Hourly Wage (\$/hr.)	Hours Charged	Fringe Benefit Multiplier	Estimated	Actual
Total (\$):					

2. Labor Costs	This is the cost of labor, including necessary review, directly associated with separating and redacting exempt from nonexempt information. These costs are estimated and charged in-15 minute (.25 hour) increments, rounded down, with a fringe benefit multiplier to account for overhead as permitted under the FOIA. The number to the right of the decimal point in the fringe benefit multiplier indicates the overhead charge as a percent of the hourly wage.				
Redaction					
Title	Hourly Wage (\$/hr.)	Hours Charged	Fringe Benefit Multiplier	Estimated	Actual
Asst. City Atty					
Total (\$):					

3. Non-Paper Physical Media	This is the actual and most reasonably economical cost of computer discs, computer tapes, or other digital or similar media.				
	Type of Media	Cost Each	Number	Estimated	Actual
	DVD/CD	\$1			
Total (\$):					

4. Paper Copies	This is the actual and most reasonably economical cost of necessary duplication or publication of paper copies.				
	Type of Paper	Cost	Number of sheets	Estimated	Actual
	8½ x 11 or 8½ x 14	\$.05 per sheet			
Total (\$):					

5. Labor Costs Duplication Copying, and Transferring Records to Non-Paper Physical Media	This is the cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to other electronic forms as stipulated by the requester. For City employees, these costs are estimated and charged in 15-minute (.25 hour) increments, rounded down, with a fringe benefit multiplier to account for overhead as permitted under the FOIA. The number to the right of the decimal point in the fringe benefit multiplier indicates the overhead charge as a percent of the hourly wage. For duplication or publication that must be done, or is more economically done, off-site, the City charges the requester the actual costs charged to the City for the work.					
	Title	Hourly Wage (\$/hr.)	Hours Charged	Fringe Benefit Multiplier	Estimated	Actual
Total (\$):						

6. Mailing	This is the actual cost of mailing for sending the public records in a reasonably economical and justifiable manner, including costs to ship public records off-site to be copied, if necessary or more economical. The City will not charge for expedited shipping or insurance unless specifically stipulated by the requester. The City will charge for the least expensive form of postal delivery confirmation when mailing public records.				
	Cost			Estimated	Actual
	Postage				
	Delivery Confirmation				
	Total (\$):				

SUBTOTAL	Subtotal of fee components (\$)					
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Waivers and Reductions	The City waives one hour of the highest-wage City staff time expended in search, examination, review, or the deletion or separation of exempt from nonexempt information. This waiver does not apply to labor for duplication, retrieval of electronic records by IT staff, or review/redaction of video.					
	Reduction			Estimated	Actual	
	Waiver of 1 st hour of staff time.					
Waiver of first \$20.00 due to indigency.						
Deposit Paid						
Total reduction (\$):						

TOTAL	Subtotal minus total reduction (\$):					
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