

**Cohoctah Township, Livingston County, Michigan**  
**FOIA Fee Itemization Form**  
**(Effective July 1, 2015)**

Component	Cost Calculations	Total
<b>1. Labor Costs – Search, Location, and Examination of Records</b>	<p>Hourly wage of lowest paid employee capable of performing the search, location and examination  <div style="text-align: right;">\$ _____ per hour</div> <p style="text-align: center;">If stipulated by the requester, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)</p> <div style="text-align: right;">\$ _____ + _____ = \$ _____</div> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment</p> <div style="text-align: right;">\$ _____ ÷ 4 = \$ _____</div> </p>	
	<p><b>Component #1 Labor Costs</b></p> <p>(15 min. increments-rounded down) multiplied by the permitted rate  _____ x \$ _____ = \$ _____</p>	<p><b>\$ _____</b></p>
<b>2. Labor Costs – Employee Separating &amp; Deleting Exempt from Non-exempt including Redaction</b>	<p>Hourly wage of lowest paid employee of the Township capable of performing the Separation &amp; Redaction  <div style="text-align: right;">\$ _____ per hour</div> <p>Multiply the hourly wage times the fringe benefit multiplier  <div style="text-align: right;">\$ _____ x 1. _____ = \$ _____</div> <p style="text-align: center;">If stipulated by the requester, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)</p> <div style="text-align: right;">\$ _____ + _____ = \$ _____</div> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment:  <div style="text-align: right;">\$ _____ ÷ 4 = \$ _____</div> </p> </p></p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate:  _____ x \$ _____ = \$ _____</p>	<p><b>\$ _____</b></p>
<b>2. Contracted Labor Costs – Redaction</b>	<p>If performed by Contracted Labor (only permitted if the Township does not employ a person capable of redacting the records as determined by the FOIA Coordinator):</p> <p>Name of person or firm contracted:  _____</p> <p>Enter the hourly rate charged by the contractor [may not exceed six (6) times the State minimum wage (i.e. \$8.15x6=\$48.90) ]  <div style="text-align: right;">\$ _____ per hour</div> <p>Divide the hourly rate by four (4) to determine the charge per fifteen (15) minute increment  <div style="text-align: right;">\$ _____ ÷ 4 = \$ _____</div> </p> </p>	<p><b>\$ _____</b></p>



<b>6. Mailing Costs</b>	<p>Actual cost of mailing records in a reasonable and economical manner:  Cost of mailing \$_____</p> <p>Cost of least expensive form of postal delivery confirmation: \$_____</p> <p>Cost of expedited shipping or insurance only if specifically stipulated by the requester: \$_____</p> <p style="text-align: right;"><b>Component #6 Costs</b></p>	\$_____
	<b>Subtotal</b>	\$_____
<b>Waivers and Reductions</b>	<p>Subtract any Fee Waiver or Reduction:  \$20.00 for indigency or non-profit organization as further described in the Township's Procedures and Guidelines.</p> <p>Any amount determined by the Township due to the search and furnishing of the public record determined to be in the public interest. \$_____</p> <p>The reduction amount due to the late response of the Township, 5% of fee x _____ days late = _____ reduction (maximum reduction is 50%).</p>	-\$_____
<b>Good Faith Deposits</b>	<p>Over \$50.00                      50% Deposit Due    _____</p> <p>Increased Estimated Fee    100% Deposit Due    _____</p>	-\$_____
	<b>Total Due</b>	\$_____