

Approved by: R G Lewis /
Deputy Secretary of Policy, Planning, and Enterprise Services

Date: 3/31/16

MDOT PIA Fees Schedule and Collection

Fees

PIA Representatives shall collect fees to recover costs to the Transportation Trust Fund (TTF) to fulfill PIA requests. While fees recovered can never fully reimburse for all costs involved in researching and processing a PIA request, MDOT policy seeks to recover as many costs as permissible to ensure the integrity of the TTF and/or Maryland Transportation Authority funds.

All PIA Representatives shall estimate the cost of personnel hours (less two hours as required by law), printing/copying, CDs, DVDs, flash drives, envelopes, and postage using the PIA Details Cost Worksheet as backup to the cost estimate. The total estimated amount to be charged is provided to Requesters in the 10-day letter. All estimated charges must be paid by the Requester before the work begins to fulfill a request. All fees collected are to be deposited using the TBU's normal revenue receipts process and recorded as miscellaneous revenue.

Once the payment is received, the request may be fulfilled. All PIA Representatives must track the actual costs to produce the required records using a new PIA Detailed Cost Worksheet as the backup to the actual cost. If the actual amount is greater than the estimated fee collected, the Requester must pay the difference before the records are released. If the actual amount is less than the estimated fee collected, the Requester will receive a refund under separate cover for the difference.

Paperwork

Regardless of whether or not documents are disclosed in whole or part, all PIA Representatives shall track actual costs using the PIA Detailed Cost Worksheet and PIA Cost Screen in the IQ PIA workflow. All costs, large or small, are tracked whether charged or payment is received. All worksheets and backup justifications shall be scanned and attached to the PIA Request in IQ.

Waivers

A waiver or reduce fee shall be considered if the Requester asks for a waiver. If the Requester is indigent and provides an affidavit of indigency or the documents/public records are considered to be in the public's interest, the TBU PIA Custodian shall obtain approval from the MDOT Deputy Secretary of Operations and/or Deputy Secretary of Policy, Planning, and Enterprise Services or their Delegate. The TBU PIA Custodian is to provide the Deputy Secretary with the incoming request and justification to grant the waiver. All waiver determinations from the Deputy Secretary of Operations and/or the Deputy Secretary of Policy, Planning, and Enterprise Services or their Delegate shall be provided in writing.

Fee Schedules

COMAR 11.01.13.13 for all of MDOT except MVA
COMAR 11.11.09.08 for MVA

Cost Worksheets

Costs will be captured and tracked through the PIA Cost screen in the IQ PIA Workflow. All backup cost worksheets and justifications shall be scanned and attached to the PIA request in IQ.

Request **PIA Cost**

Calculate Work Hour Cost

Staffer	Minutes	Rate Per Hour	Time Cost	Weighted Rate:
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Calculate Average Work Hour Cost & Charge

Total Time Cost

Total Minutes Weighted Rate Weighted Cost Per Minute Charge Amount

Copy Costs

MDOT Copies MDOT Copies Cost

MVA Color MVA Color Cost

MVA B&W MVA B&W Cost

Total Copy Cost

Miscellaneous Costs

Supplies Cost

Postage Cost

Other Cost

Total Misc. Cost

Total Costs & Charges

Total Cost Total Charged Total Paid

PIA Cost Estimate Detail for IQ PIA Costs

This worksheet shall be completed, scanned, uploaded, and attached to the PIA case in IQ.

PIA Cost Estimate Detail for IQ PIA Costs

IQ No. _____ Requester: _____ Completed By: _____ Date: _____

The form is designed to track all costs and provide backup documentation for total costs recorded in the IQ PIA Workflow. This form should be completed, uploaded, and attached to the PIA case in IQ.

Staff Costs

TBU PIA Personnel

Staffer	Task	Minutes	Hourly Rate	Total Cost

MDOT PIA Personnel

Staffer	Task	Minutes	Hourly Rate	Total Cost

Information Technology

Staffer	Task	Minutes	Hourly Rate	Total Cost

Communications

Staffer	Task	Minutes	Hourly Rate	Total Cost

Legal

Staffer	Task	Minutes	Hourly Rate	Total Cost

Other Personnel

Staffer	Task	Minutes	Hourly Rate	Total Cost

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PIA Cost Estimate Detail for IQ PIA Costs

IQ No. _____ Requester: _____ Completed By: _____ Date: _____

Miscellaneous Costs

Supplies Costs

Description	Cost	Number	Total Cost
CD/DVD(s)	\$	0	\$
Flash Drive(s)	\$	0	\$
Envelope(s)	\$	0	\$
Label(s)	\$	0	\$
Other (Describe)	\$	0	\$
Other (Describe)	\$	0	\$
Other (Describe)	\$	0	\$
Total			\$

Postage Costs

Description	Total Cost
United States Postal Service	\$
UPS	\$
Federal Express	\$
Courier	\$
Other (Describe)	\$
Total	\$

Other Costs

Description	Cost	Number	Total Cost
Other (Describe)	\$	0	\$
Other (Describe)	\$	0	\$
Other (Describe)	\$	0	\$
Total			\$

Notes / Comments

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