

**ALLEN COUNTY COUNCIL MEETING AGENDA
WEDNESDAY, MARCH 11, 2026
5:30 PM**

CALL TO ORDER: PRESIDENT, BOB ARMSTRONG

ADOPTION OF THE AGENDA

APPROVAL OF MINUTES: February 11, 2026

FINANCIAL REPORT: AUDITOR, JACKIE SCHEUMAN

TOTAL APPROPRIATIONS REQUESTED IN THE GENERAL FUND: \$ 278,009

TOTAL APPROPRIATIONS REQUESTED IN OTHER FUNDS: \$ 10,000

PUBLIC COMMENT

ECONOMIC DEVELOPMENT:

- 1) Consideration of Resolution 2026-03-11-01 approving a Statement of Benefits (SB-1) for Ramjo, Inc./Jackson Oil & Solvents, Inc.
- 2) Presentation of 2025 Annual Report and 2026 Activities.

DEPARTMENT 06 - SURVEYOR

APPROPRIATION WITHIN THE GENERAL FUND 100:

100-0601-419-43.06 Miscellaneous Equipment \$ 176,390

DEPARTMENT 29 - BUILDING DEPARTMENT

- 1) Consideration of a salary ordinance reclassifying the pay of Senior Inspectors from D7/1 @ \$59,949 to D10/1 @ \$75,519. 40 Hours per week Non-Exempt
- 2) Consideration of a salary ordinance reclassifying the pay of Inspectors from D6/1 @ \$55,509 to D8/1 @ \$64,745. 40 Hours per week Non-Exempt
- 3) Consideration of a salary ordinance reclassifying the pay of Permit Specialist from B3/1 @ \$43,556 to B5/1 @ \$48,939. 40 Hours per week Non-Exempt

DEPARTMENT 31 - COOPERATIVE EXTENSION

APPROPRIATION WITHIN THE GENERAL FUND 100:

100-3101-463.43-03 Equipment \$ 5,619

DEPARTMETN 55 - JUVENILE CENTER

- 1) Permission to apply for the following grants:
 - Juvenile Behavioral Health Competitive Grant Pilot Program in the amount of \$12,500
 - Juvenile Diversion Grant Program in the amount of \$80,000
 - Juvenile Community Alternative Grant Program in the amount of \$80,000

APPROPRIATION WITHIN THE GENERAL FUND 100:

2) 100-5501-421.43-08	Vehicles	\$	96,000
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DEPARTMENT 61 - CIRCUIT COURT

TRANSFER WITHIN IOCS GRANT FUND 128:

FROM:

1) 128-6101-412.39-70	Schools and Seminars	\$	(2,500)
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TO:

2) 128-6101-412.21-10	Drug Screen Supplies	\$	1,500
3) 128-6101-412.21-11	Incentives	\$	500
4) 128-6101-412.21-12	Graduation Supplies	\$	500
		\$	<u>2,500</u>

TRANSFER WITHIN IOCS RESTORATION COURT GRANT FUND 131:

FROM:

1) 131-6101-412.39-70	Schools and Seminars	\$	(1,700)
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TO:

2) 131-6101-412.21-10	Drug Screen Supplies	\$	1,200
4) 131-6101-412.21-12	Graduation Supplies	\$	500
		\$	<u>1,700</u>

TRANSFER WITHIN OVWI COURT PSC FUND 877:

FROM:

1) 877-6101-412.39-70	Schools and Seminars	\$	(1,500)
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TO:

2) 877-6101-412.29-12	Drug Screen Supplies	\$	1,500
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DEPARTMENT 90 - COMMUNITY CORRECTIONS

APPROPRIATION WITHIN THE IOCS GRANT FUND 852:

1) 852-9001-423.29-99	Other Supplies	\$	4,000
2) 852-9001-423.32-03	Travel	\$	780
3) 852-9001-423.39-70	Schools and Seminars	\$	1,720
4) 852-9001-423.39-99	Other Services	\$	3,500
		\$	<u>10,000</u>

DISCUSSION AND OTHER BUSINESS TO COME BEFORE COUNCIL:

RECENT and/or UPCOMING MEETINGS:

LIAISON REPORTS:

Approval to waive the second reading on any matter approved today for which it may be deemed necessary for the County Council meeting of **March 11, 2026**

The next regular County Council meeting will be held at 5:30 pm, Wednesday **April 8, 2026** in the Chambers room of Citizens Square.

Allen County does not discriminate because of disability in the admission to, or treatment or employment in, its programs or activities. The Human Resources Director has been designated to coordinate compliance with nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided therein, and Allen County's ADA policy is available from the ADA Coordinator. Suggestions on how the County can better meet the needs of persons with disabilities may be submitted to the ADA Coordinator at: Human Resources Department 200 E. Berry Street, Suite 380, Fort Wayne, In. 46802 or by phone at (260)449-7217.



ECONOMIC
DEVELOPMENT

MEMORANDUM

TO: Allen County Council

FROM: Rachel Black

SUBJECT: Council Meeting – March 11, 2026

DATE: February 23, 2026

At the next meeting, the Council will have on its agenda the following item:

1. Consideration of a Resolution approving a Statement of Benefits (SB-1) Ramjo, Inc./Jackson Oil & Solvents, Inc. The following documents are enclosed for your review prior to the meeting:
 - a. Resolution Approving SB-1
 - b. Tax Abatement Point System
 - c. Spreadsheet Indicating Taxes Paid and Taxes Saved
 - d. Formal Application Materials
 - e. Statement of Benefits Forms

If you have any questions, please feel free to call me at 260-449-7607.

200 East Berry St., Suite 150, Fort Wayne, IN 46802



ALLENCOUNTY.US

RESOLUTION NO. _____
ALLEN COUNTY COUNCIL
RESOLUTION APPROVING A STATEMENT OF BENEFITS
FOR RAMJO, INC./JACKSON OIL & SOLVENTS, INC.

WHEREAS, the County of Allen has been requested by Ramjo, Inc./Jackson Oil & Solvents, Inc. to find pursuant to I.C. 6-1.1-12.1 that the attached Statement of Benefits justifies a deduction in assessed value of real property and personal property; and

WHEREAS, on December 16, 2004 the County Council of Allen County, Indiana, did adopt a Confirmatory Resolution for the designation of all real estate in unincorporated Allen County except that zoned RS, RSP-1, RSP-2, A-2, A-3, RSP-3, and MH as an Economic Revitalization Area (ERA # 135) pursuant to Allen County Council Resolution No. 2004-12-16-03 and amended by Resolution No. 2019-01-17-02 excluding zoning districts A3, R1, R2, R3, MHS or MHP under Allen County Zoning Map effective January 1, 2018. The County Council of Allen County, Indiana reestablished criteria for the review of SB-1 applications by Resolution 2024-07-10-01; and

WHEREAS, the project location is in an area zoned I2 (General Industrial) which is an eligible zoning district under Resolution No. 2019-01-17-02; and

WHEREAS, 50 IAC 10-2-6 requires that when an Economic Revitalization Area has previously been designated and such designation has not expired, that the taxpayer shall submit a Statement of Benefits and the designating body shall review the Statement of Benefits to determine whether the totality of the benefits justify the deduction.

WHEREAS, on February 13, 2026 the Allen County Board of Commissioners approved Resolution 2-13-26-01 consenting to the approval of the Statement of Benefits for Ramjo, Inc./Jackson Oil & Solvents, Inc. by the Allen County Council. The Board of Commissioners did not find a conflict between the approval of the Statement of Benefits, as defined in I.C. 6-1.1-12.1-3 and 6-1.1-12.1-4.5 and the previous designation of portions of that real estate as an “allocation area”, as defined in I.C. 36-7-14-39.

NOW, THEREFORE, BE IT RESOLVED, that after reviewing the Statement of Benefits the Council finds that a deduction should be allowed based upon the following findings:

1. That the estimate of the value of the redevelopment and the cost of the new equipment is reasonable for projects of that nature and equipment of that type; and
2. That the estimate of the number of individuals who will be employed or whose employment will be retained can be reasonably expected to result from the installation of new equipment and improvements to real estate; and
3. That the estimate of the annual salaries of those individuals who will

be employed or whose employment will be retained can be reasonably expected to result from the installation of new equipment and improvements to real estate; and

4. That any other benefits about which information was requested are benefits that can be reasonably expected to result from the installation of new equipment and improvements to real estate; and
5. That the totality of benefits is sufficient to justify the deduction; and

BE IT ALSO RESOLVED, that based on the information provided in the Statement of Benefits, the Council authorizes five (5) year tax abatement of real property taxes and five (5) year tax abatement of personal property taxes in accordance with I.C. 6-1.1-12.1-4.

Schedule is as follows:

Real Property	Personal Property
Year 1 100%	Year 1 100%
Year 2 80%	Year 2 80%
Year 3 60%	Year 3 60%
Year 4 40%	Year 4 40%
Year 5 20%	Year 5 20%

BE IT ALSO RESOLVED, that Ramjo, Inc./Jackson Oil & Solvents, Inc. is responsible for filing the actual tax abatement forms with the Allen County Auditor, located at the Rousseau Center each year in order to receive its deduction on real property and personal property.

BE IT ALSO RESOLVED, Ramjo, Inc./Jackson Oil & Solvents, Inc. must provide the Allen County Auditor and the local designating body, at the time of filing the deduction, information showing the extent to which the company has been in compliance with the signed Statement of Benefits in accordance with I.C. 6-1.1-12.1-5.1.

BE IT ALSO RESOLVED, that Ramjo, Inc./Jackson Oil & Solvents, Inc., is willing to voluntarily contribute five percent (5%) of its savings received from the abatement to assist in funding future economic development projects.

BE IT ALSO RESOLVED, that if any part, parts, clause or portion of this Resolution shall be adjudged invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of this Resolution as a whole or any other part, clause or portion of this Resolution.

BE IT FINALLY RESOLVED, that by adoption of this Resolution, the Allen County Council does approve the Statement of Benefits attached hereto and made a part hereof.

ADOPTED, this 11th day of March, 2026, by the County Council of Allen County, Indiana.

Robert Armstrong, President
Allen County Council

ATTEST:

Jackie Scheuman, Auditor
Allen County, Indiana

TAX ABATEMENT POINT SYSTEM

Real Property Abatements

Company: Ramjo, Inc.

	<u>Points Possible</u>	<u>Points Assigned</u>
I. Tax Base Benefits		
A. Total new investment in real property (both new structures and rehabilitation).		
\$5,000,000 or more	16	
\$900,000 to \$4,999,999	12	12
\$600,000 to \$899,999	9	
\$350,000 to \$599,999	6	
under \$350,000	3	
B. Investment per employee (both jobs created and retained).		
\$70,000 or more	16	
\$36,000 to \$69,999	12	12
\$12,500 to \$35,999	9	
\$2,500 to \$12,499	6	
less than \$2,500	3	
C. Local income taxes generated from jobs retained		
\$82,000 or more	5	
\$32,000 to \$81,999	4	
\$12,000 to \$31,999	3	
\$7,500 to \$11,999	2	2
less than \$7,500	1	
D. Local income taxes generated from jobs created (Double pts for start-up)		
\$50,000 or more	5	
\$30,000 to \$49,999	4	
\$10,000 to \$29,999	3	
\$5,000 to \$9,999	2	2
less than \$5,000	1	

		<u>Points Possible</u>	<u>Points Assigned</u>
II. Job Creation Benefits			
A.	Total number of jobs retained		
	over 350	10	
	200 to 349	8	
	100 to 199	6	
	50 to 99	4	
	20 to 49	2	
	under 20	1	1
B.	Total number of jobs created (Double pts for start-up)		
	over 200	10	
	100 to 199	8	
	50 to 99	6	
	16 to 49	4	
	1 to 15	2	2
C.	Eighty percent of the jobs created and/or retained are within the following salary range.		
	over \$58,000	25	
	\$53,000 to \$57,999	20	
	\$48,000 to \$52,999	15	15
	\$43,000 to \$47,999	10	
	\$38,000 to \$42,999	5	
	under \$38,000	0	

III. Economic Base	<u>Points Possible</u>	<u>Points Assigned</u>
A. Estimated percent of business done outside Allen County		
Greater than 50%	4	<u>4</u>
Less than or equal to 50%	0	
B. Location quotient in designated Occupation Code (use Occupational group data that describes the majority function of the business)		
Greater than 1.0	1	<u>1</u>

IV. Benefits

A. Employee benefits package provided by Company.		
Comprehensive benefits	5	5
Some benefits provided	2	
No benefits provided	0	

V. Reciprocating Benefit

A. The applicant agrees to contribute 10% to the tax abatement development fund	3	
B. The application agrees to contribute 5% to the tax abatement development fund	2	2
C. The applicant does not agree to contribute to the tax abatement development fund.	0	

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Totals

80 to 100 points	ten-year abatement
70 to 79 points	seven-year abatement
55 to 69 points	five-year abatement
40 to 54 points	three-year abatement

TAX ABATEMENT POINT SYSTEM

Personal Property Abatements

Company: Jackson Oil & Solvents, Inc.

	<u>Points Possible</u>	<u>Points Assigned</u>
I. Tax Base Benefits		
A. Total new investment in new equipment		
\$7,500,000 or more	16	
\$1,500,000 to \$7,499,999	12	12
\$750,000 to \$1,499,999	9	
\$500,000 to \$749,999	6	
under \$500,000	3	
B. Investment per employee (both jobs created and retained).		
\$70,000 or more	16	16
\$36,000 to \$69,999	12	
\$12,500 to \$35,999	9	
\$2,500 to \$12,499	6	
less than \$2,500	3	
C. Local income taxes generated from jobs retained		
\$82,000 or more	5	
\$32,000 to \$81,999	4	
\$12,000 to \$31,999	3	
\$7,500 to \$11,999	2	2
less than \$7,500	1	
D. Local income taxes generated from jobs created (Double pts for start-up)		
\$50,000 or more	5	
\$30,000 to \$49,999	4	
\$10,000 to \$29,999	3	
\$5,000 to \$9,999	2	2
less than \$5,000	1	

		<u>Points Possible</u>	<u>Points Assigned</u>
II. Job Creation Benefits			
A.	Total number of jobs retained		
	over 350	10	
	200 to 349	8	
	100 to 199	6	
	50 to 99	4	
	20 to 49	2	
	under 20	1	1
B.	Total number of jobs created (Double pts for start-up)		
	over 200	10	
	100 to 199	8	
	50 to 99	6	
	16 to 49	4	
	1 to 15	2	2
C.	Eighty percent of the jobs created and/or retained are within the following salary range.		
	over \$58,000	25	
	\$53,000 to \$57,999	20	
	\$48,000 to \$52,999	15	15
	\$43,000 to \$47,999	10	
	\$38,000 to \$42,999	5	
	under \$38,000	0	

	<u>Points Possible</u>	<u>Points Assigned</u>
III. Economic Base		
A.	Estimated percent of business done outside Allen County	
	Greater than 50%	4 <u>4</u>
	Less than or equal to 50%	0
B.	Location quotient in designated Occupation Code (use Occupational group data that describes the majority function of the business)	
	Greater than 1.0	1 <u>1</u>

IV. Benefits

A.	Employee benefits package provided by Company.	
	Comprehensive benefits	5 5
	Some benefits provided	2
	No benefits provided	0

V. Reciprocating Benefit

A.	The applicant agrees to contribute 10% to the tax abatement development fund	
		3
B.	The application agrees to contribute 5% to the tax abatement development fund	
		2 2
C.	The applicant does not agree to contribute to the tax abatement development fund.	
		0

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Totals

80 to 100 points	ten-year abatement
70 to 79 points	seven-year abatement
55 to 69 points	five-year abatement
40 to 54 points	three-year abatement

Tax Abatement Projection

Five Year Real Abatement for Ramjo, Inc.

TAX YEAR	INVESTMENT IN REAL PROPERTY	TRUE TAX VALUE	NET TAX RATE	% OF DEDUCTION	TRUE VALUE DEDUCTED	TRUE VALUE TAXED	TAXES DUE WITH DEDUCTION	TAXES DUE WITHOUT DEDUCTION	COMPANY SAVINGS
2027 PAY 2028	\$925,000	\$925,000	\$1.6549	100%	\$925,000	\$0	\$0	\$15,308	\$15,308
2028 PAY 2029		\$925,000	\$1.6549	80%	\$740,000	\$185,000	\$3,062	\$15,308	\$12,246
2029 PAY 2030		\$925,000	\$1.6549	60%	\$555,000	\$370,000	\$6,123	\$15,308	\$9,185
2030 PAY 2031		\$925,000	\$1.6549	40%	\$370,000	\$555,000	\$9,185	\$15,308	\$6,123
2031 PAY 2032		\$925,000	\$1.6549	20%	\$185,000	\$740,000	\$12,246	\$15,308	\$3,062
2032 PAY 2033		\$925,000	\$1.6549	0%	\$0	\$925,000	\$15,308	\$15,308	\$0
2033 PAY 2034		\$925,000	\$1.6549	0%	\$0	\$925,000	\$15,308	\$15,308	\$0
2034 PAY 2035		\$925,000	\$1.6549	0%	\$0	\$925,000	\$15,308	\$15,308	\$0
2035 PAY 2036		\$925,000	\$1.6549	0%	\$0	\$925,000	\$15,308	\$15,308	\$0
2036 PAY 2037		\$925,000	\$1.6549	0%	\$0	\$925,000	\$15,308	\$15,308	\$0
TOTALS							\$107,155	\$153,078	\$45,923

Tax Abatement Projection

Five Year Equipment Abatement for Jackson Oil & Solvents, Inc.

TAX YEAR	INVESTMENT IN PERSONAL PROPERTY	TRUE TAX VALUE	NET TAX RATE	% OF DEDUCTION	TRUE VALUE DEDUCTED	TRUE VALUE TAXED	TAXES DUE WITH DEDUCTION	TAXES DUE WITHOUT DEDUCTION	COMPANY SAVINGS
2027 PAY 2028	\$3,595,000	\$1,438,000	\$1.6549	100%	\$1,438,000	\$0	\$0	\$23,797	\$23,797
2028 PAY 2029		\$2,013,200	\$1.6549	80%	\$1,610,560	\$402,640	\$6,663	\$33,316	\$26,653
2029 PAY 2030		\$1,509,900	\$1.6549	60%	\$905,940	\$603,960	\$9,995	\$24,987	\$14,992
2030 PAY 2031		\$1,150,400	\$1.6549	40%	\$460,160	\$690,240	\$11,423	\$19,038	\$7,615
2031 PAY 2032		\$1,078,500	\$1.6549	20%	\$215,700	\$862,800	\$14,278	\$17,848	\$3,570
2032 PAY 2033		\$1,078,500	\$1.6549	0%	\$0	\$1,078,500	\$17,848	\$17,848	\$0
2033 PAY 2034		\$1,078,500	\$1.6549	0%	\$0	\$1,078,500	\$17,848	\$17,848	\$0
2034 PAY 2035		\$1,078,500	\$1.6549	0%	\$0	\$1,078,500	\$17,848	\$17,848	\$0
2035 PAY 2036		\$1,078,500	\$1.6549	0%	\$0	\$1,078,500	\$17,848	\$17,848	\$0
2036 PAY 2037		\$1,078,500	\$1.6549	0%	\$0	\$1,078,500	\$17,848	\$17,848	\$0
TOTALS							\$131,600	\$208,228	\$76,628



APPLICATION FOR APPROVAL OF A STATEMENT OF BENEFITS (SB-1)

APPLICATION IS FOR: (check either or both)

- Real Estate Improvements (New Building, Addition, and/or Modification)
- New Equipment (Manufacturing, Research and Development, Logistical Distribution, and/or Information Technology)

Please provide the amount invested for each category:

Total cost of real estate improvements:	<u>\$925,000.00</u>
Total cost of manufacturing equipment:	<u>\$75,000.00</u>
Total cost of research and development equipment:	<u>\$ 0.00</u>
Total cost of logistical distribution equipment:	<u>\$3,500,000.00</u>
Total cost of information technology equipment:	<u>\$20,000.00</u>
Grand total cost of real estate improvements and equipment:	<u>\$4,520,000.00</u>

GENERAL INFORMATION

1. Real property taxpayer's name: Ramjo, Inc.
Personal property taxpayer's name: Jackson Oil& Solvnets
(*Please make sure these names match the SB-1 state forms for tax purposes)
2. Address listed on tax bill: 1970 Kentucky Ave. Indianapolis, IN 46221
3. Year Company was established: 1976
4. Name of Company to be designated, if applicable: _____
5. Address of property where improvements will be made: 9185 Conservation Way
6. Parcel Identification Number of property: 02-17-05-100-007.001-059
7. Contact person/representative: Bryan Gallagher
8. Telephone number: 317-503-3103
9. Mailing address of contact person: 1970 Kentucky Ave. Indianapolis, IN 46221

10. E-mail address: bryan.gallagher@jos.us.com
11. Do you plan to request state or local assistance to finance public improvements? No
12. What is the company's NAICS (North American Industry Classification System) code?
424720
13. Indicate the nature of the company's business, in general: Fuel and Lubricant Distribution
14. For "Office" and "Service" businesses, please indicate the percentage of clients/customers that are located within Allen County: _____
15. Description of product or service to be offered at the project site:
On Road Diesel, Off Road Diesel fuels, Gasoline, lubricants, Oils , and DEF
16. Dollar amount of annual sales for each of the last three years:
17. What is the percentage of clients/customers served that are located outside of Allen County?
60%
18. List the three largest customers, their locations, and amount of annual gross sales:

Customer	City / State	Annual Gross Sales
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19. List the three largest material suppliers, their locations, and amount of annual purchases:

Supplier	City / State	Gross Purchases
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20. Does the company's business include a retail component, meaning that goods or items are sold to the ultimate consumer for the consumer's use or consumption and not to a person for resale? Yes (If yes, continue below. If no, then skip to question 21.)

a. What percentage of floor space will be utilized for retail activities?

< 1.0%

b. What percentage of sales are made to the ultimate consumer as defined above?

< 1.0%

c. Provide the amount of sales tax collected in each of the last three years?

\$9,616.81 , \$11,458.72 \$10,266.89

d. What percentage of business is from service calls? 2%

21. Impact on existing businesses:

a. Will this project be in competition with existing local businesses? Existing Competitors

b. Will this project complement existing local business? Yes

c. Provide the names of who you consider to be your top three competitors:

REAL PROPERTY INFORMATION

Complete this section only if you are requesting a deduction from assessed value for real estate improvements.

22. Current use of the property:
- a. How is the real estate presently used? Spec Building
 - b. What structures are on the property? Building
 - c. What is (are) the general condition of structure(s)? Unfinished interior building shell and roof complete
- Additional work needed exterior to complete drives
23. Describe the proposed improvements to the subject property:
- Office Build Out. Finish building interior floors, exterior concrete work.
- Load Rack Barn
24. Have Allen County building permits been filed for this project? Yes No
25. Projected Construction timeframe:
- a. Construction start date: Q2 2026
 - b. Construction completion date: 8/2026
26. Will this project require approval of a rezoning, plat, development plan, vacation, variance, special exception, or contingent use prior to the issuance of an Improvement Location Permit? _____ If yes, list: Allen Count Special Exemption approved

PERSONAL PROPERTY INFORMATION

Complete this section only if you are requesting a deduction from the assessed value of new manufacturing, research and development, logistical distribution, or information technology equipment.

27. Describe the purpose of the proposed equipment at the project site:
 Underground Fuel Storage, loading equipments, fire supression system,
 Inventory Storage Racking and material handling, IT eqpt, Office Eqpt
 Process mixing equipemnt and storage vessels used to load unload products, schedule.
28. Please provide a list of the equipment for which you are applying for a personal property abatement along with the expected life of the asset for purposes of depreciation (attach a separate sheet if necessary):

<u>Proposed Equipment (list individually)</u>	<u>Expected Life of Asset For Purpose of Depreciation</u>
Underground storage tanks	30 year life
Load Pumps, meters, rack, fire supression	10 year life
Piping and Valving	10 year life
IT systems	5 year life
Blending / mixing systems	10 year life
Pallet Racking / Material handling Eqpt	20 year life

29. Will any of the equipment listed above be classified as special tooling (as defined by regulation No. 16 and reported on Form 103-T) for property tax purposes? No
- a. If yes, please indicate the total cost of special tooling: _____
30. Has any of the equipment for which you are seeking a designation been installed? No
31. Has any of the proposed equipment ever been used for any purpose in Indiana? No
 If so, who was it purchased from: _____
32. Development time frame
- a. Equipment purchase date: Q1 2026 b. Equipment installation date: Q3 2026

JOB CREATION AND RETENTION

Please be specific on job descriptions. When listing the occupation codes, please avoid using the "Major Occupational Groupings" (i.e. 11-000, 13-000, etc.) which are more general in nature. Instead, use specific occupation codes (11-1021, 13-1081, etc.) for each created and retained job. To fill out information on occupation and occupation code, use data available through Occupation Employment Statistics for Fort Wayne, IN Metropolitan and Nonmetropolitan Area at the following link:

http://www.bls.gov/oes/current/oes_23060.htm

33. Current **full-time** employment:

<i>Occupation</i>	<i>Occupation Code</i>	<i>Number Of Jobs</i>	<i>Average Salary</i>	<i>Salary Range</i>
Driver	53-3032	4	\$28 / hr	\$55,000 - \$62,500
Site Mgr	11-9199	1		
Outside Sales	41-4012	3	\$40,000 base	\$30,000 - \$45,500
Office Admin	43-9199	1		
Warehouse	53-7065	1		

34. **Full-time** jobs to be created as a result of this project:

<i>Occupation</i>	<i>Occupation Code</i>	<i>Number Of Jobs</i>	<i>Average Salary</i>	<i>Salary Range</i>
Driver	53-3032	2	\$28 / hr	\$55,000 - \$62,500
Outside Sales	49-9041	2	\$40,000 base	\$30,000 - \$45,500
Inside Sales	43-4051	1		
Dispatcher	43-5032	1		
Warehouse	53-7065	2	\$23.25 / hr	\$35,000 - \$49,500

35a. Please note any **temporary** positions:

<i>Occupation Current or created?</i>	<i>Occupation Code</i>	<i>Number Of Jobs</i>	<i>Average Salary</i>	<i>Salary Range</i>

35b. Please note any **part-time** positions:

<i>Occupation Current or created?</i>	<i>Occupation Code</i>	<i>Number Of Jobs</i>	<i>Average Salary</i>	<i>Salary Range</i>

36. Anticipated date for reaching employment level in Question 34: 06/2029

37. Check all of the benefits listed below that the company provides to workers who have been employed for 6 months. The company must pay at least 70% of the benefit cost.

- Paid Time Off Health Insurance Uniforms
- Sick Leave Life Insurance Employee Training
- Paid Holidays Dental Insurance Tuition Reimbursement
- Pension Plan Vision Insurance
- Other (Please List): _____

COMMUNITY BENEFITS

38. The Allen County Council began the Tax Abatement Development Fund in 1994. The fund is being capitalized with voluntary contributions of either 10% or 5% of the tax savings realized by companies receiving tax abatement. Is the company willing to contribute a portion of its tax savings? (Please check one)

Yes: 10% 5% No:

If yes, check one: Fire & Police Services Economic Development

REQUIRED ATTACHMENTS

This application will not be considered complete unless signed and the items listed below are attached. Once the application is determined to be complete, then this project will be placed on the agenda of the Allen County Council.

- 1) Application Fee (Make check payable to "Allen County Treasurer")
- 2) Statement of Benefits (SB-1) Form(s) (Fill in pg 1 and sign)

There is a non-refundable filing fee of \$500 for either real estate improvements or new equipment. If filing for both real estate improvements and new equipment the fee is \$750. A fee may also be assessed if the applicant requests a waiver of non-compliance for failure to apply prior to obtaining building permits and/or installing equipment. The filing fee will be used to defray the costs incurred by Allen County in processing the application pursuant to I.C. 6-1.1-12.1-2(h).

Please make the check payable to the **Allen County Treasurer** and include it with the application. Please send check, application, and applicable state forms to:

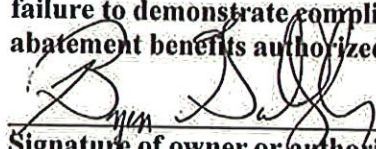
Department of Planning Services
Attn: Rachel Black
200 E Berry St / Suite 150
Fort Wayne, IN 46802

CERTIFICATION

Filing this application constitutes a request for approval of a Statement of Benefits (SB-1) only and does not constitute an automatic deduction of property taxes. I understand it is the responsibility of the applicant to file the appropriate abatement forms with the Allen County Auditor and the Allen County Assessor if the SB-1 is approved. I certify that the taxpayer is not delinquent on any and/or all property tax due to taxing jurisdictions within Allen County, Indiana.

I hereby certify the information and representations of this application are true and complete and that neither an Improvement Location Permit nor a Structural Permit have been filed for construction of improvements, nor has equipment which is a part of this application been purchased and installed as of the date of the filing of this application.

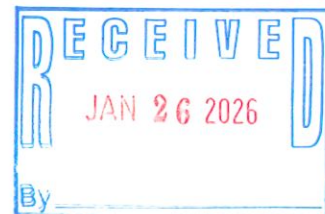
I understand that I must file a correctly completed Compliance with Statement of Benefits Form (CF-1) demonstrating compliance with the community benefits described on the SB-1 form and that failure to demonstrate compliance on an annual basis may result in the termination of the tax abatement benefits authorized by the approval of the SB-1.



Signature of owner or authorized representative

Bryan Gallagher
Printed name and title

Date 1/20/2026





**STATEMENT OF BENEFITS
REAL ESTATE IMPROVEMENTS**

State Form 51767 (R6 / 10-14)

Prescribed by the Department of Local Government Finance

20__ PAY 20__

FORM SB-1 / Real Property

PRIVACY NOTICE

Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

This statement is being completed for real property that qualifies under the following Indiana Code (check one box):

- Redevelopment or rehabilitation of real estate improvements (IC 6-1.1-12.1-4)
- Residentially distressed area (IC 6-1.1-12.1-4.1)

INSTRUCTIONS:

1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise, this statement must be submitted to the designating body **BEFORE** the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction.
2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the initiation of the redevelopment or rehabilitation for which the person desires to claim a deduction.
3. To obtain a deduction, a Form 322/RE must be filed with the County Auditor before May 10 in the year in which the addition to assessed valuation is made or not later than thirty (30) days after the assessment notice is mailed to the property owner if it was mailed after April 10. A property owner who failed to file a deduction application within the prescribed deadline may file an application between March 1 and May 10 of a subsequent year.
4. A property owner who files for the deduction must provide the County Auditor and designating body with a Form CF-1/Real Property. The Form CF-1/Real Property should be attached to the Form 322/RE when the deduction is first claimed and then updated annually for each year the deduction is applicable. IC 6-1.1-12.1-5.1(b)
5. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/Real Property that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. IC 6-1.1-12.1-17

SECTION 1 TAXPAYER INFORMATION

Name of taxpayer Ramjo, Inc.		
Address of taxpayer (number and street, city, state, and ZIP code) 1970 Kentucky Ave. Indianapolis, IN 46221		
Name of contact person Lou Carter	Telephone number (800) 221.4603	E-mail address lc@jacksonolisolvents.com

SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT

Name of designating body Allen County Council		Resolution number
Location of property 9185 Convservation Way, Ft Wayne, IN 46809	County Allen	DLGF taxing district number 059 (L-25)
Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary) Buildi out of office space, finsih interio of building, and exterior concrete work. Addition of rack building covering truck loading rack.		Estimated start date (month, day, year) 03/01/2026
		Estimated completion date (month, day, year) 12/10/2026

SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT

Current number	Salaries	Number retained	Salaries	Number additional	Salaries
10.00	\$575,000.00	10.00	\$575,000.00	8.00	\$389,000.00

SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT

	REAL ESTATE IMPROVEMENTS	
	COST	ASSESSED VALUE
Current values		2,100,000.00
Plus estimated values of proposed project	925,000.00	
Less values of any property being replaced	0.00	
Net estimated values upon completion of project		

SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER

Estimated solid waste converted (pounds) 0.00	Estimated hazardous waste converted (pounds) 0.00
--	--

Other benefits

SECTION 6 TAXPAYER CERTIFICATION

I hereby certify that the representations in this statement are true.

Signature of authorized representative 	Date signed (month, day, year) 01/20/2026
Printed name of authorized representative Bryan Gallagher	Title General Manager

FOR USE OF THE DESIGNATING BODY

We find that the applicant meets the general standards in the resolution adopted or to be adopted by this body. Said resolution, passed or to be passed under IC 6-1.1-12.1, provides for the following limitations:

A. The designated area has been limited to a period of time not to exceed n/a calendar years* (see below). The date this designation expires is n/a. *NOTE: This question addresses whether the resolution contains an expiration date for the designated area.*

B. The type of deduction that is allowed in the designated area is limited to:

1. Redevelopment or rehabilitation of real estate improvements	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Residentially distressed areas	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. New agricultural improvement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

C. The amount of the deduction is limited to \$ All.

D. Other limitations or conditions (specify) none

E. Number of years allowed:

<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 2	<input type="checkbox"/> Year 3	<input type="checkbox"/> Year 4	<input checked="" type="checkbox"/> Year 5 (* see below)
<input type="checkbox"/> Year 6	<input type="checkbox"/> Year 7	<input type="checkbox"/> Year 8	<input type="checkbox"/> Year 9	<input type="checkbox"/> Year 10

F. For a Statement of Benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17?

Yes No

If yes, attach a copy of the abatement schedule to this form.
If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

We have also reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved (signature and title of authorized member of designating body)	Telephone Number ()	Date Signed (month, day, year)
Printed Name of Authorized Member of Designating Body	Name of Designating Body Allen County Council	
Attested by (signature and title of attester)	Printed Name of Attester	

* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

In accordance with IC 6-1.1-12.1-17, where the Form SB-1/Real Property was approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. The deduction period should be as follows:

- A. For residentially distressed areas, the deduction period may not exceed ten (10) years.
- B. For the redevelopment or rehabilitation of real property, the deduction period may not exceed ten (10) years.
- C. For a new agricultural improvement, the deduction period may not exceed five (5) years.

**IC 6-1.1-12.1-17
Abatement Schedules**

Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.
- (5) In the case of a deduction for new farm equipment or new agricultural improvement, an agreement by the deduction applicant to predominately use the area for agricultural purposes for a period specified by the designating body.

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. Except as provided in subsection (d) and section 18 of this chapter, an abatement schedule may not exceed ten (10) years.

(c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.

(d) An abatement schedule for new farm equipment or new agricultural improvement may not exceed five (5) years.



**STATEMENT OF BENEFITS
PERSONAL PROPERTY**

State Form 51764 (R4 / 11-15)

Prescribed by the Department of Local Government Finance

FORM SB-1 / PP

PRIVACY NOTICE

Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

INSTRUCTIONS

- This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise this statement must be submitted to the designating body **BEFORE** a person installs the new manufacturing equipment and/or research and development equipment, and/or logistical distribution equipment and/or information technology equipment for which the person wishes to claim a deduction.
- The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the installation of qualifying abatable equipment for which the person desires to claim a deduction.
- To obtain a deduction, a person must file a certified deduction schedule with the person's personal property return on a certified deduction schedule (Form 103-ERA) with the township assessor of the township where the property is situated or with the county assessor if there is no township assessor for the township. The 103-ERA must be filed between January 1 and May 15 of the assessment year in which new manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment is installed and fully functional, unless a filing extension has been obtained. A person who obtains a filing extension must file the form between January 1 and the extended due date of that year.
- Property owners whose Statement of Benefits was approved, must submit Form CF-1/PP annually to show compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
- For a Form SB-1/PP that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/PP that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. (IC 6-1.1-12.1-17)

SECTION 1 TAXPAYER INFORMATION								
Name of taxpayer Jackson Oil & Solvents, Inc.			Name of contact person Bryan Gallaher					
Address of taxpayer (number and street, city, state, and ZIP code) 1970 Kentucky Ave. Indianapolis, IN 46221				Telephone number (317) 503-3103				
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT								
Name of designating body Allen County Council			Resolution number (s)					
Location of property 9185 Conservation Way, Ft Wayne, IN 46809		County Allen County		DLGF taxing district number 059 (L-25)				
Description of manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment. <i>(Use additional sheets if necessary.)</i> Double wall underground fuel storage tanks, fire suppression system, pump/metering systems, Double wall underground DEF storage tank, truck loading rack, monitoring equipment, IT equipment for office and plant systems, process pumps / mixers / meters, piping / valving, bulk storage containers, pallet racking, material handling equipment.				ESTIMATED				
					START DATE	COMPLETION DATE		
				Manufacturing Equipment	08/15/2026	12/30/2026		
				R & D Equipment				
				Logist Dist Equipment	07/15/2026	12/10/2026		
IT Equipment	05/15/2026	07/30/2026						
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT								
Current number 10	Salaries \$575,000.00	Number retained 10	Salaries \$575,000.00	Number additional 8	Salaries \$389,000			
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT								
NOTE: Pursuant to IC 6-1.1-12.1-5.1 (d) (2) the COST of the property is confidential.	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Current values								
Plus estimated values of proposed project	75,000		0		3,500,000		20,000	
Less values of any property being replaced								
Net estimated values upon completion of project								
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER								
Estimated solid waste converted (pounds) 0				Estimated hazardous waste converted (pounds) 0				
Other benefits:								
SECTION 6 TAXPAYER CERTIFICATION								
I hereby certify that the representations in this statement are true.								
Signature of authorized representative 						Date signed (month, day, year) 1/20/2026		
Printed name of authorized representative Bryan Gallaher				Title General Manager				

FOR USE OF THE DESIGNATING BODY

We have reviewed our prior actions relating to the designation of this economic revitalization area and find that the applicant meets the general standards adopted in the resolution previously approved by this body. Said resolution, passed under IC 6-1.1-12.1-2.5, provides for the following limitations as authorized under IC 6-1.1-12.1-2.

A. The designated area has been limited to a period of time not to exceed n/a calendar years * (see below). The date this designation expires is n/a. NOTE: This question addresses whether the resolution contains an expiration date for the designated area.

B. The type of deduction that is allowed in the designated area is limited to:

- | | | | |
|--|---|--|---|
| 1. Installation of new manufacturing equipment; | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enhanced Abatement per IC 6-1.1-12.1-18
Check box if an enhanced abatement was approved for one or more of these types. |
| 2. Installation of new research and development equipment; | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | |
| 3. Installation of new logistical distribution equipment. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 4. Installation of new information technology equipment; | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |

C. The amount of deduction applicable to new manufacturing equipment is limited to \$ ALL cost with an assessed value of \$ /. (One or both lines may be filled out to establish a limit, if desired.)

D. The amount of deduction applicable to new research and development equipment is limited to \$ / cost with an assessed value of \$ /. (One or both lines may be filled out to establish a limit, if desired.)

E. The amount of deduction applicable to new logistical distribution equipment is limited to \$ ALL cost with an assessed value of \$ /. (One or both lines may be filled out to establish a limit, if desired.)

F. The amount of deduction applicable to new information technology equipment is limited to \$ ALL cost with an assessed value of \$ /. (One or both lines may be filled out to establish a limit, if desired.)

G. Other limitations or conditions (specify) None

H. The deduction for new manufacturing equipment and/or new research and development equipment and/or new logistical distribution equipment and/or new information technology equipment installed and first claimed eligible for deduction is allowed for:

- | | | | | | |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|--|--|
| <input type="checkbox"/> Year 1 | <input type="checkbox"/> Year 2 | <input type="checkbox"/> Year 3 | <input type="checkbox"/> Year 4 | <input checked="" type="checkbox"/> Year 5 | <input type="checkbox"/> Enhanced Abatement per IC 6-1.1-12.1-18
Number of years approved: _____
(Enter one to twenty (1-20) years; may not exceed twenty (20) years.) |
| <input type="checkbox"/> Year 6 | <input type="checkbox"/> Year 7 | <input type="checkbox"/> Year 8 | <input type="checkbox"/> Year 9 | <input type="checkbox"/> Year 10 | |

I. For a Statement of Benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17? Yes No
If yes, attach a copy of the abatement schedule to this form.
If no, the designating body is required to establish an abatement schedule before the deduction can be determined.

Also we have reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved by: (signature and title of authorized member of designating body)	Telephone number ()	Date signed (month, day, year)
Printed name of authorized member of designating body	Name of designating body Allen County Council	
Attested by: (signature and title of attester)	Printed name of attester	

* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

IC 6-1.1-12.1-17

Abatement schedules

Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- (4) The infrastructure requirements for the taxpayer's investment.

(b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. Except as provided in IC 6-1.1-12.1-18, an abatement schedule may not exceed ten (10) years.

(c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.

Thinking Ahead

The Allen County Redevelopment Commission
2025 Annual Report



A Message From The Redevelopment Commission President

Allen County's long-standing success in economic development can be traced to a simple principle: planning ahead – often years, even decades, in advance.

On behalf of the Allen County Redevelopment Commission, I am pleased to present our 2025 Annual Report. It reflects the tangible results of that forward-looking approach. Throughout 2025, the Commission continued to strategically invest in infrastructure and shovel-ready sites that position Allen County to compete effectively for industrial and commercial development.

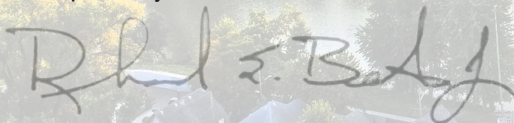
A clear example of this strategy in action is our partnership with Seojin Global.

In 2025, Seojin Global, a manufacturer of electronic and mechanical products, announced plans to invest \$46 million in equipment and building improvements to establish an energy storage system assembly operation in a shell building developed by Silverado Hagerman Properties, LLC. This investment was made possible through deliberate planning and early action.

The Commission laid the groundwork for this project in 2023 by agreeing to reimburse Silverado Hagerman Properties for interest on the construction loan used to develop the shell building. In October 2025, the Allen County Council further supported the effort by approving a tax abatement that helped attract Seojin Global and the jobs and economic opportunity it brings to our community.

This project is just one example of how proactive planning delivered results for Allen County in 2025. As we look ahead to 2026, we remain confident that the Commission's continued investments will yield lasting benefits—because thinking ahead remains central to our mission.

Respectfully Submitted,



Richard E. Beck, Jr., President
Allen County Redevelopment Commission

ALLEN COUNTY REDEVELOPMENT COMMISSION MEETING AND PROJECT HIGHLIGHTS

The Allen County Redevelopment Commission met in regular session monthly in 2025 and held one additional special meeting in March.

In January, the redevelopment commission received a proposal from Engineering Resources to produce renderings laying out buildings on the available parcels at Stonebridge Business Park. The completed renderings are now included in the park's marketing materials. The renderings are attached to the property listing posted on the county's website, used by Greater Fort Wayne, Inc. in offering the property to interested companies and included on the Indiana Commercial Realty Exchange powered by Moody's.

Construction began in April on a 9,200 seat soccer stadium located in the Bass Road Economic Development Area/Allocation Area. In November 2024, representatives with Ruoff Mortgage and the Fort Wayne Football Club announced the plans. The stadium construction is expected to complete in March 2026 before the football club opens its next season of play in the United Soccer League.



Fort Wayne FC Park, under construction in the Bass Road Economic Development Area/Allocation Area



Engineering Resources produced renderings laying out buildings on available parcels at Stonebridge Business Park

In May, with the assistance of the Allen County Public Library's Access Fort Wayne TV staff, redevelopment commission meetings began to be livestreamed and recorded for the first time. Due to a change in Indiana's Open Door Law that went into effect on July 1st, live transmission of meeting as well as archived copies of those meetings are now required. Redevelopment Commission meetings are available for viewing live from the county's website and past meetings for viewing can be found on Access Fort Wayne TV's Allen County Programs webpage.

Construction was complete in May 2025 on H&M Bay, Inc.'s new 60,000 square foot building on Hitzfield Court in the Group Delphi Economic Development Area/Allocation Area. H&M Bay, Inc., a freight forwarding and transportation company, announced in April 2024 that it would move from its current operations on Meyer Road in Fort Wayne.



Construction was complete in May 2025 on H&M Bay, Inc.'s new 60,000 square foot building on Hitzfield Court



Commission meetings began airing on Access Fort Wayne in May 2025.

IU Health's new five-story hospital under construction in the Prairie Centre Economic Development Area/ Allocation Area. The healthcare system reported it would invest \$421 million in the complex that will include 140 beds, 17 emergency department exam rooms, and six operating rooms. The hospital is set to open in May 2027.

At the redevelopment commission's October meeting changes were approved to the Capital Fund guidelines. Established in 2009, the Capital Fund provides funds for the redevelopment commission's efforts to control and prepare land for development. Two types of allowable expenditures were added. Engineering and construction costs of infrastructure improvements serving land owned by the redevelopment commission provides an opportunity for the redevelopment commission to have public infrastructure constructed. Maintenance expenses like security, utilities, and mowing of land controlled by the redevelopment commission is another expense that the capital funds can be used.

At the Allen County Council's October meeting a request for property tax abatement was approved for Silverado Hagerman Properties, LLC's remaining 150,000 square foot shell building south of Stonebridge Business Park in the Stonebridge III Economic Development Area/Allocation Area. Seojin Global, a manufacturer of electronic and mechanical products announced plans to invest \$46 million on equipment and building improvements to establish an energy storage system assembly operation in the shell building. In 2023, the redevelopment commission agreed to reimburse Silverado Hagerman Properties the interest on the construction loan to construct the two 150,000 square foot shell buildings.

At the June redevelopment commission meeting, Rachel Huser, Economic Development Manager and Zyan Miller, Economic Development Relations Specialist with Wabash Valley Power Alliance gave a presentation on their organization's programs and services. Wabash Valley Power Alliance is an electric generation and transmission cooperative of rural member electric distribution cooperatives, one of which is Heartland REMC. Stonebridge Business Park and the redevelopment commission's land off of Bluffton Road is in Heartland REMC's territory.

A topping out ceremony was held in July 2025 on



Rachel Huser of Wabash Valley Power Alliance, appears at the commission's June 2025 meeting.



On October 29, Commissioner Rich Beck participated in the ribbon cutting ceremonies at Van Eerden Foodservice



A topping out ceremony was held in July 2025 on IU Health's new hospital in the Prairie Centre Economic Development Area/Allocation Area.

On October 29th, Commissioner Rich Beck participated in the ribbon cutting ceremonies at Van Eerden Foodservice. In September 2024, Van Eerden Foodservice, a fourth-generation food distribution company headquartered in Grand Rapids, Michigan, announced that it would construct a 180,000 square foot temperature-controlled warehouse complex in the Smith Dalman Economic Development Area/Allocation Area. The redevelopment commission approved a 70 percent reimbursement of the public infrastructure costs associated with their \$60 million investment.

At the redevelopment commission's November meeting members heard a presentation from staff on its 2026 spending plan. Indiana Code governing redevelopment commissions was amended following the 2023 Indiana General Assembly session to require redevelopment commissions file a report by December 1st each year with the Indiana Department of Local Government Finance setting out a spending plan for the following year. The submitted spending plan closely aligns with the redevelopment commission's \$15.4 million budget for 2026.



The completed NIPSCO natural gas regulator station in Stonebridge Business Park

Northern Indiana Public Service Company (NIPSCO) finalized construction of a natural gas regulator station in Stonebridge Business Park that was proposed in 2023. The installation of this regulator station was identified by NIPSCO as a solution to alleviate natural gas capacity issues for current and future industrial and commercial customers in the area and protect gas lines from freezing in extreme winter weather events.

Reconstruction of Fogwell Parkway, which serves multiple allocation areas including the General Motors, Lafayette Center Corner, and Stonebridge Allocation Areas, is well underway. In February 2019, Allen County was awarded \$6.5 million in Federal monies through the Indiana Department of Transportation to reconstruct a section of Fogwell Parkway from Winters Road to Lafayette Center Road. Construction on the \$8.8 million project began in June and is expected to be wrapped up by the end of 2026.

At the December meeting, the redevelopment commission learned that the Allen County Highway Department resubmitted a request for Federal funding through the Indiana Department of Transportation (INDOT) for two phases of improvements to Pleasant Center Road between Bluffton and Thiele Roads. The project was originally submitted in 2024 for funding through INDOT but did not receive funding. Phase 1 work includes construction of a single-lane roundabout at Thiele Road and stormwater drainage improvements. Phase 2 work includes widening and reconstruction of Pleasant Center Road adding curbs and gutters as well as construction of storm sewers along the road. Design engineering work for Pleasant Center Road by GAI Consultants, Inc. under the redevelopment commission's contract from 2022 was the basis for the request.



Financials

FINANCIAL OBLIGATIONS

In 2025, the redevelopment commission made payments of \$2.1 million toward bond, loans and other agreements. Payments to the Allen County Board of Commissioners for reimbursement agreements on public infrastructure projects totaled \$714,828.38 which included \$464,828.38 for Ryan Road and \$250,000 for Stonebridge Business Park. The 2015C series bond issue payments for 2025 totaled \$151,268.76. Payments to companies under incentive agreements totaled \$328,897.99. The redevelopment commission also provided \$100,000 to the City of Woodburn for its sewer bond. Details on the funds controlled by the redevelopment commission are included in the following section.

FUNDS ACTIVITY

The redevelopment commission maintains a **General Fund (246)** for general expenditures. This fund began the year with a balance of \$157,324.75. The fund received \$7,300.39 in interest during 2025. There were \$18,600 in legal expenses as well as \$1,944 in subscriptions and educational expenses during the year. The General Fund ended the year with a balance of \$144,081.14.

The **Capital Fund (826)** began 2025 with a balance of \$7,566,419.95 and received \$369,633.23 in interest. All of the redevelopment commission's expenditures from the Capital Fund totaling \$29,708.78 were for mowing and maintenance at Stonebridge Business Park. The fund's year-end balance was \$7,912,342.40.

There are individual funds for each allocation area to keep the income and payments segregated and to make accounting functions easier. For all the TIF funds combined, the redevelopment commission received \$5,495,469.08 in tax increment and had expenditures totaling \$2,218,046.37. Interest income was \$404,510.45 in 2025. The following are details for each TIF account under the control of the commission.

- The **Nestle II TIF Bond Fund (336)** collected \$214,889.90 in tax increment during 2025, as well as \$13,856.51 in interest. The only expenses were \$150,000 in transfers to the Nestle II Bond Principal & Interest fund (403) for debt service payments on the 2015C bond issue in March and August and \$650 to U.S. Bank for bond administration services. The year-end fund balance was \$443,304.20.
- The **Diebold North TIF Fund (338)** is a fund established in 2023 to collect tax increment from the Providence Place development at the southeast corner of Union Chapel and Diebold Roads. A construction and reimbursement agreement with GJHL Properties, LLC was executed in September 2022 to reimburse the developer for public water, storm sewer, sanitary sewer and road expenses related to the development of the 84-acre site. In 2025, the fund received \$377,388.67 in tax increment and \$5,630.67 in interest. The fund ended the year with a balance of \$409,993.30.
- The **CASAD East TIF Fund (399)** received \$465,161.17 in tax increment and \$8,682.05 in interest. Expenditures included \$200,000 paid to reimburse the board of commissioners for the Ryan Road project. The fund ended the year with a balance of \$536,930.46.
- The **Nestle II Bond Principal and Interest Account (403)** made payments on the 2015C bond issue debt service totaling \$151,268.76 during the year. The fund received \$150,000 from Fund 336 and earned \$8,252.62 in interest. The fund ended the year with a balance of \$99,473.42.

- The **Nestle II Reserve Account (404)** received \$3,352.04 in interest and ended 2025 with a balance of \$71,865.35.
- In 2025, the **GM General Account Fund (405)** received \$73,170.22 in interest. The fund's year-end balance was \$1,568,713.14.
- The **Uniroyal Goodrich TIF Fund (780)** has not collected tax increment since 2020. It did receive \$13,692.97 in interest during the year. The fund ended 2025 with a balance of \$293,567.21.
- The **Bandelier TIF Fund (806)** collected \$563,584.66 in tax increment and \$13,371.64 in interest during 2025. The commission paid \$264,828.38 from this fund to reimburse the board of commissioners for the Ryan Road project. The year-end balance was \$710,846.77.
- The **Bluffton Road East TIF Fund (807)** received \$992,811.83 in tax increment and \$56,885.21 in interest during 2025. A TIF agreement payment was made to Trinity Health (formerly GXO Logistics/ XPO Logistics) for \$226,498.22. This fund was also used to pay GAI Consultants \$16,729.50 for engineering services. The fund ended the year with a balance of \$1,759,950.41.
- The **Oak Crossing TIF Fund (809)** has not collected tax increment from the Oak Crossing district since 2018. The fund earned \$1,644.15 in interest during 2025 and ended the year with a balance of \$35,249.27.
- The **Vera Bradley TIF Fund (810)** received \$11,808.06 in interest during 2025. The fund has not collected tax increment since 2019. The fund had no expenditures and ended the year with \$253,155.78.
- The **Woodburn US 24 TIF Fund (812)** received \$47,231.23 in tax increment and \$1,605.15 in interest during 2025. The commission paid \$50,000 to the City of Woodburn for the Woodburn Sewer Bond. The fund ended the year with a balance of \$54,676.07
- The **Woodburn Industrial Park TIF Fund (813)** received \$445,640.44 in tax increment and \$46,422.54 in interest during the year. The City of Woodburn was provided \$50,000 from this fund for their sewer bond. The fund ended the year with a balance of \$1,345,672.86.
- The **Zubrick Road TIF Fund (823)** has not collected tax increment since 2019. The fund did receive \$5.95 in interest. The fund ended the year with a balance of \$1,024.99.
- The **Zubrick Road II TIF Fund (824)** also has not collected tax increment since 2019. The fund did not receive interest during the year. The fund ended the year with a balance of \$719.89.
- The **Greatbatch TIF Fund (841)** did not collect any tax increment during 2023, but did receive \$6,946.10 in interest. The fund ended 2025 with a balance of \$148,918.96.
- The **Coverdale TIF Fund (843)** received \$105,461.32 in tax increment. During 2025, the commission made two payments totaling \$101,549.87 to a Franklin Electric Prudential Escrow account under a TIF Agreement with the company. The fund ended with a balance of \$57,873.73.

- The **Dupont Corner TIF Fund (861)** received tax increment of \$350,285.12 and \$6,534.10 in interest. The commission paid \$170,000 each to the City of Fort Wayne and the Board of Commissioners under agreements related to the reconstruction of a portion of Diebold Road. The fund ended the year with a balance of \$280,931.05.
- The **Stonebridge TIF Fund (862)** received \$230,746.45 in tax increment and interest of \$2,743.86 during 2025. A payment of \$200,000 was made to the Board of Commissioners in July for the Stonebridge Park loan. The fund ended the year with a balance of \$178,619.12.
- The **Group Delphi TIF Fund (866)** received \$77,520.50 in tax increment and \$1,061.91 in interest during the year. This fund provided \$50,000 toward the Stonebridge loan. The year-end fund balance was \$51,684.56.
- The **Lafayette Center Corner TIF Fund (868)** received \$94,594.26 in tax increment and \$454.16 in interest during 2025. Payments in January and July totaling \$90,000 were made to reimburse the board of commissioners' revolving fund 403 for the shell building carrying cost incentive provided to PB Development. Fund 868 had a year-end balance of \$50,204.10.
- The **Dupont Diebold TIF Fund (869)** received \$400,254.26 in tax increment and \$24,612.83 in interest in 2025. The fund made \$400,000 in payments on the Union Chapel Roundabout Bond and ended the year with a balance of \$1,062,349.37.
- The **Airport Expressway South TIF Fund (870)** received \$563,035.67 in tax increment and \$40,179.89 in interest from the 630,000 square foot Amazon fulfillment center constructed in the allocation area. The fund ended the year with a balance of \$1,330,445.61.
- The **Diebold Corner TIF Fund (871)** received \$341,497.04 during 2025 along with \$47,017.16 in interest. The fund ended the year with a balance of \$1,270,567.15.
- The **Dupont Diebold Construction Fund (875)** received \$13,996.30 in interest during 2025. Since construction was complete on the roundabout project, the Fund was closed and the remaining \$690,616.85 was transferred to the Dupont Diebold TIF Fund (869) in July.
- The **Stonebridge III TIF Fund (886)** was established during 2021 to support a shell building project in that TIF district. The fund received tax increment of \$89,270.78 and \$2,584.36 in interest during 2025. A payment totaling \$50,000 was made to reimburse the board of commissioners' revolving fund 403 for the shell building carrying cost incentive provided to Silverado Hagerman Properties. The fund ended the year with a balance of \$113,461.40.

A summary of the activities of each fund (Appendix A) and a list of the 2025 expenditures (Appendix B) for each fund can be found at the end of this report.



Commission Membership

COMMISSION MEMBERSHIP

The Allen County Redevelopment Commission has five voting members and a non-voting member representing a school district. The board of commissioners appoints three members, along with the ex-officio school board member while the county council appoints two members. All members are appointed for a one-year term, except for the non-voting school board member that serves two-year terms, and there are no term limits. The redevelopment commission is also represented by legal counsel and the county auditor. A president, vice president, and secretary are elected at the first meeting of each year. Below is a list of members, the office held during 2025, the date of the member's original appointment, and a short biography for each member.

Richard E. Beck, Jr., President – January 2002

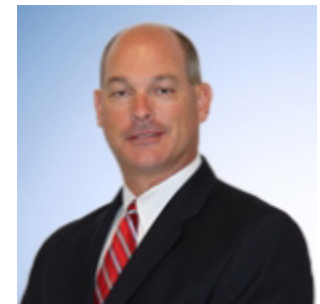
Richard E. Beck, Jr. has been in the financial services industry for over 40 years. In 2018, Mr. Beck was elected to serve on the Board of Commissioners of the County of Allen. In addition to his career in banking, he has served as a senior adjunct faculty member at Concordia University of Wisconsin's Fort Wayne campus teaching management and business ethics and marketing. He has taught for the American Institute of Banking, the Indiana Bankers Association, and American Bankers Association. Mr. Beck currently teaches for the North and South Dakota Schools of Banking and the Nebraska and Kansas Schools of Banking as well. His teaching expertise led him to teaching a summer session in marketing at Concordia's International University in Estonia. He has published articles on sales, marketing and management for trade magazines. He is the author of the recently published 7th edition of the American Bankers Association textbook on Consumer Lending. He currently serves on the board of Fort Wayne Construction Trades, Inc., the Allen County Redevelopment Authority as president, and is the board chairman of the Allen County Public Library Foundation. Mr. Beck served on the Allen County Economic Development Commission from 2002 until 2018. Mr. Beck holds a master's degree in management from Indiana Wesleyan University and a bachelor's degree in political science from Ball State University.



Richard E. Beck

Kurt Gutman, Member – January 2005

Mr. Gutman is a financial consultant with Compass Financial Advisors in Fort Wayne, which is a full-service investment firm. He has been in the financial services industry for over 10 years. Mr. Gutman has served as treasurer for Lutheran Social Services of Indiana, executive board member of American Red Cross Indiana-Ohio Region, president of Pine Valley Community Association and delegate to The Lutheran Foundation. He is also a member of the Allen County Redevelopment Authority and the Allen County Economic Development Commission.



Kurt Gutman

Lindsey Hammond, Member – January 2025

Lindsey Hammond is a proud resident of rural Allen County, grounded in smalltown values and a deep understanding of the opportunities and challenges facing rural communities. In 2024, she was elected AtLarge to the Allen County Council. She graduated from TriState (Trine) University with a BSBA in Accounting and spent more than a decade in the private sector, including serving as the General Accounting Manager for WaterFurnace International. She has been a National Board Certified Health and Wellness Coach since 2020 and is currently pursuing the Certified Economic Developer (CEcD) designation through the International Economic Development Council. She is also a member of the Purdue Extension Board of Allen County and recently joined the board of the Northeast Indiana Innovation Community (NIIC).

From 2011 to 2025, she dedicated herself to raising and homeschooling her five children, an experience that strengthened her leadership, adaptability, and commitment to serving families and communities. Lindsey currently serves Northeast Indiana as the Community Liaison for the Office of Community and Rural Affairs (OCRA).



Lindsey Hammond

Tim Hines, Non-voting Member – January 2020

Mr. Hines has worked in the construction industry in Northeast Indiana for over 35 years including owning his own company TE Hines Concrete Construction which he started in 1990. He graduated from Ball State University in 1984, and Bishop Luers High School prior to that. Mr. Hines was elected to the East Allen County School (EACS) board in 2014 and currently serves as the board's president.



Tim Hines

Kyle Kerley, Vice President – January 2024

Kyle Kerley was born and raised in Allen County, having graduated from Concordia Lutheran High School and Butler University. A small business owner and entrepreneur, Mr. Kerley has successfully launched several companies in the Animal Health industry and is currently the Director of Veterinary Sales for Wag'n Tails Mobile Conversions. Mr. Kerley served on Allen County Council for 6 years from 2019 to 2024 and was first appointed to the Redevelopment Commission in 2024. His other service has included a member of Fort Wayne Legacy Joint Funding Committee, The Allen County Library Board of Directors, the Fort Wayne Animal Care Commission and numerous not-for-profit organizations. In his spare time, he enjoys coaching his children's sports team, camping in the summer and skiing in the winter.



Kyle Kerley

Jill Kinder, Secretary – January 2020

Mrs. Kinder is a Business Development Manager for Michael Kinder and Sons (MKS), a fourth-generation design-build firm located in Fort Wayne. There she works with new and expanding companies and manages client events. Previously, Mrs. Kinder enjoyed a nineteen-year career in the utility industry, first at AEP and later NIPSCO. Her responsibilities included economic development, community relations, public affairs and communications. She began her career working in economic development for Allen County. Mrs. Kinder currently serves as a board member of the Early Childhood Alliance and the Fort Wayne Museum of Art. She was also a founding board member of Greater Fort Wayne, Inc. and has served on boards or committees for Junior Achievement, the Embassy Theatre Foundation, the Fort Wayne Philharmonic, Big Brothers Big Sisters of Northeast Indiana, the Early Childhood Alliance, the Northeast Indiana Regional Partnership (founding board member), Wellspring, the Whitley County Economic Development Corporation, the Steuben County Economic Development Corporation, the Indiana Economic Development Corporation (Vice President), the Fort Wayne Parks Foundation and many others. Mrs. Kinder is a Fort Wayne native and graduate of Indiana-Purdue Fort Wayne where she earned her Bachelor of Science degree in Public and Environmental Affairs. Mrs. Kinder also achieved her Certified Economic Developer status from the International Economic Development Council. Mrs. Kinder is married with four sons. She enjoys community service, spending time with family, running and enjoying Northeast Indiana lake life in the summer.



Jill Kinder

G. William Fishing, Attorney – Beers Mallers Attorneys at Law

Mr. Fishing serves as counsel for the Allen County Redevelopment Commission. He also served as Chief Deputy County Attorney from 1977 through 1984 and has been serving as the county attorney since 1984. Mr. Fishing is a member of the National Association of Bond Lawyers and American Bar Association forum on the construction industry. He is a member of the Allen County, American, and Indiana State Bar Associations. His practice is devoted to municipal law, municipal finance law, construction law, and labor law. Mr. Fishing has also been selected by his peers as one of Indiana's Best Lawyers for construction law from 2008-2022. Mr. Fishing previously served on the board of directors for the Allen County Fairgrounds from 1987-1997 and for the Auburn Cord Duesenberg Festival.



G. William Fishing

COMMISSION TREASURER

Under Indiana Code 36-7-14-8, the Allen County Auditor serves as the treasurer for the Redevelopment Commission.

Nick Jordan served as the County Auditor and treasurer for the Redevelopment Commission from February 2017 until August 2025 when he resigned his position as County Auditor. **Jacquelynn Scheuman** was chosen through a Republican Party caucus in August to succeed Mr. Jordan as County Auditor.

Her duties in the auditor's office include implementing internal control training for all Allen County departments, implementing electronic payment of vendors, performing semi-annual property tax settlements, and implementing direct deposit of employee pay checks. As auditor, Ms. Scheuman is also responsible for the oversight of all operations in the auditor department.

COMMISSION STAFF

The Allen County Redevelopment Commission is provided administrative and professional staff services by the Department of Planning Services (DPS). Staff to the commission currently includes **Elissa McGauley**, Director of Redevelopment and **Rachel Black**, Senior Economic Development Specialist.

WANT TO KNOW MORE?

If you would like to know more about the Allen County Redevelopment Commission and the programs it oversees, reach out at:

On the Web: Find the Commission under the Department of Planning Services tab at www.allencounty.in.gov

By Phone: Commission staff can be reached by calling **(260) 449-7607**.

2025 FUND SUMMARY
ALLEN COUNTY REDEVELOPMENT COMMISSION
 Through December 31, 2025

Fund #	REDEVELOPMENT FUNDS	Beg. Balance January 1, 2025	Revenues	Interest	Transfers In / Other Rec.	Transfers to other Funds	Expenditures	Ending Balance December 31, 2025
246	GENERAL FUND	\$157,324.75		\$7,300.39			\$20,544.00	\$144,081.14
826	CAPITAL FUND	\$7,566,419.95	\$6,000.00	\$369,633.23			\$29,708.78	\$7,912,342.40
	TOTAL REDEVELOPMENT FUNDS	\$7,723,744.70	\$6,000.00	\$376,933.62			\$50,252.78	\$8,056,423.54

Fund #	ALLEN COUNTY TIF FUNDS	Beg. Balance January 1, 2024	Revenues	Interest	Transfers In / Other Rec.	Transfers to other Funds	Expenditures	Ending Balance December 31, 2024
336	NESTLE II TIF BOND FUND	\$365,207.79	\$214,889.90	\$13,856.51		\$150,000.00	\$650.00	\$443,304.20
338	DIEBOLD NORTH TIF FUND	\$26,973.96	\$377,388.67	\$5,630.67				\$409,993.30
399	CASAD EAST TIF FUND	\$263,087.24	\$465,161.17	\$8,682.05			\$200,000.00	\$536,930.46
403	NESTLE II BOND PRINCIPAL AND INTEREST	\$92,489.56		\$8,252.62	\$150,000.00		\$151,268.76	\$99,473.42
404	NESTLE II RESERVE ACCOUNT	\$68,513.31		\$3,352.04				\$71,865.35
405	GM GENERAL ACCOUNT FUND	\$1,495,542.92		\$73,170.22				\$1,568,713.14
780	UNIROYAL GOODRICH TIF FUND	\$279,874.24		\$13,692.97				\$293,567.21
806	BANDALIER TIF FUND	\$398,718.86	\$563,584.66	\$13,371.64			\$264,828.38	\$710,846.77
807	BLUFFTON ROAD EAST TIF FUND	\$953,481.09	\$992,811.83	\$56,885.21			\$243,227.72	\$1,759,950.41
809	OAK CROSSING TIF FUND	\$33,605.12		\$1,644.15				\$35,249.27
810	VERA BRADLEY TIF FUND	\$241,347.72		\$11,808.06				\$253,155.78
812	WOODBURN US 24 TIF FUND	\$55,839.69	\$47,231.23	\$1,605.15			\$50,000.00	\$54,676.07
813	WOODBURN INDUSTRIAL TIF FUND	\$903,609.87	\$445,640.44	\$46,422.54			\$50,000.00	\$1,345,672.85
823	ZUBRICK ROAD TIF FUND	\$1,019.04		\$5.95				\$1,024.99
824	ZUBRICK ROAD II TIF FUND	\$719.89						\$719.89
841	GREATBATCH TIF FUND	\$141,972.86		\$6,946.10				\$148,918.96
843	COVERDALE TIF FUND	\$53,962.28	\$105,461.32				\$101,549.87	\$57,873.73
861	DUPONT CORNER TIF FUND	\$264,111.83	\$350,285.12	\$6,534.10			\$340,000.00	\$280,931.05
862	STONEBRIDGE TIF FUND	\$145,128.81	\$230,746.45	\$2,743.86			\$200,000.00	\$178,619.12
866	GROUP DELPHI TIF FUND	\$23,102.15	\$77,520.50	\$1,061.91			\$50,000.00	\$51,684.56
868	LAFAYETTE CENTER CORNER TIF FUND	\$45,155.68	\$94,594.26	\$454.16			\$90,000.00	\$50,204.10
869	DUPONT DIEBOLD TIF FUND	\$346,865.43	\$400,254.26	\$24,612.83	\$690,616.85		\$400,000.00	\$1,062,349.37
870	AIRPORT EXPRESSWAY SOUTH TIF FUND	\$727,230.05	\$563,035.67	\$40,179.89				\$1,330,445.61
871	DIEBOLD CORNER TIF FUND	\$908,574.59	\$341,497.04	\$47,017.16			\$26,521.64	\$1,270,567.15
875	DUPONT DIEBOLD CONSTRUCTION FUND	\$540,524.77	\$136,095.78	\$13,996.30		\$690,616.85		\$0.00
886	STONEBRIDGE III TIF FUND	\$71,606.26	\$89,270.78	\$2,584.36			\$50,000.00	\$113,461.40
		\$8,448,265.01	\$5,495,469.08	\$404,510.45	\$840,616.85	\$840,616.85	\$2,218,046.37	\$12,130,198.16

2025 EXPENDITURES
ALLEN COUNTY REDEVELOPMENT COMMISSION
 BASED ON UNAUDITED RECORDS

GENERAL FUND 246	
31-01 Legal - \$30,000	
Beers, Mallers Attorney at Law	\$910.00
Beers, Mallers Attorney at Law	\$780.00
Beers, Mallers Attorney at Law	\$1,700.00
Beers, Mallers Attorney at Law	\$1,190.00
Beers, Mallers Attorney at Law	\$3,010.00
Beers, Mallers Attorney at Law	\$1,086.25
Beers, Mallers Attorney at Law	\$700.00
Beers, Mallers Attorney at Law	\$1,190.00
Beers, Mallers Attorney at Law	\$1,120.00
Beers, Mallers Attorney at Law	\$2,070.00
Beers, Mallers Attorney at Law	\$1,080.00
Beers, Mallers Attorney at Law	\$2,113.75
Beers, Mallers Attorney at Law	\$1,650.00
Legal Total	\$18,600.00
31-06 Contractual Services - \$3,000	
Contractual Services Total	\$0.00
32-03 Travel - \$7,500	
Travel Total	\$0.00
33-02 Legal Notices - \$500	
Legal Notice Total	\$0.00

33-05 Advertising / Printing - \$200	
Advertising / Printing Total	\$0.00
39-10 Dues/Subscriptions - \$500	
Inside Indiana Business Subscription	\$149.00
Dues/Subscriptions Total	\$149.00
39-70 Schools & Seminars - \$10,000	
Indiana Economic Development Association Annual Dues and Women in ED Program Registration	\$390.00
Indiana Economic Development Association August Conference Registration	\$755.00
Indiana Economic Development Association Annual Conference Registration	\$650.00
Schools & Seminars Total	\$1,795.00
GENERAL FUND TOTAL EXPENDITURES	\$20,544.00

CAPITAL FUND 826	
31-01 Legal - \$20,000	
Legal Total	\$0.00
31-55 Shovel Ready Sites - \$150,000	
Engineering Resources	\$12,000.00
Stonebridge Business Park Association Dues	\$7,653.78
Allen County Treasurer	\$5.00
Triscape Lawn Maintenance, Inc.	\$3,350.00
Triscape Lawn Maintenance, Inc.	\$3,350.00
Triscape Lawn Maintenance, Inc.	\$3,350.00
Shovel Ready Sites Total	\$29,708.78
33-02 Publications Legal Notice - \$500	
Publications Legal Notice Total	\$0.00
45-83 Land Banking / Options & Easements - \$6,000,000	
Land Banking / Options & Easements Total	\$0.00
49-03 Misc. Capital Outlay / Economic Development - \$500,000	
Misc. Capital Outlay / Economic Development Total	\$0.00
CAPITAL FUND TOTAL EXPENDITURES	\$29,708.78

NESTLE II TIF BOND FUND 336	
31-07 Professional Services / Administrative - \$750	
US Bank	\$650.00
Professional Services / Administrative Total	\$650.00
40-50 Bond Payment / Principal & Interest - \$160,000	
2015C Bond Principal and Interest (Transfer to 403)	\$150,000.00
Bond Payment / Principal & Interest Total	\$150,000.00
NESTLE II TIF BOND FUND TOTAL EXPENDITURES	\$150,650.00

CASAD EAST TIF FUND 399	
31-13 Professional Services / Contractual - \$500,000	
Allen County Board of Commissioners	\$200,000.00
Professional Services / Contractual Total	\$200,000.00
CASAD EAST TIF FUND TOTAL EXPENDITURES	\$200,000.00

NESTLE II BOND PRINCIPAL & INTEREST FUND 403	
40-50 Nestle II TIF Bond / Principal & Interest - \$160,000	
US Bank - 2015C Bond Payment	\$73,534.38
US Bank - 2015C Bond Payment	\$77,734.38
Nestle II TIF Bond / Principal & Interest Total	\$151,268.76
NESTLE II BOND PRINCIPAL & INTEREST FUND TOTAL EXPENDITURES	\$151,268.76

BANDALIER TIF FUND 806	
31-13 Professional Services / Contractual - \$500,000	
Allen County Board of Commissioners	\$264,828.38
Professional Services/Contractual Total	\$264,828.38
BANDALIER TIF FUND TOTAL EXPENDITURES	
	\$264,828.38

BLUFFTON ROAD EAST TIF FUND 807	
31-13 Professional Services / Contractual - \$800,000	
GAI Consultants Inc.	\$9,290.50
GAI Consultants Inc.	\$3,668.00
GAI Consultants Inc.	\$2,063.25
GAI Consultants Inc.	\$687.75
GAI Consultants Inc.	\$1,020.00
GAI Consultants Inc.	
Professional Services/Contractual Total	\$16,729.50
31-87 Professional Services / Infrastructure - \$100,000	
Professional Services / Infrastructure Total	\$0.00
39-56 Misc. Services / TIF Agreement Payments - \$250,000	
Trinity Health (FKA GXO Logistics)	\$226,498.22
Misc. Services / TIF Agreement Payments Total	\$226,498.22
BLUFFTON ROAD EAST TIF FUND TOTAL EXPENDITURES	
	\$243,227.72

WOODBURN US 24 TIF FUND 812	
39-12 Misc. Services/ Infrastructure Projects - \$50,000	
Woodburn Clerk Treasurer	\$50,000.00
Misc. Services/ Infrastructure Projects Total	\$50,000.00
WOODBURN US 24 TIF FUND TOTAL EXPENDITURES	
	\$50,000.00

WOODBURN INDUSTRIAL PARK TIF FUND 813	
39-12 Misc. Services / Infrastructure Projects - \$700,000	
Woodburn Clerk / Treasurer	\$50,000.00
Misc. Services / Infrastructure Projects Total	\$50,000.00
WOODBURN INDUSTRIAL PARK TIF FUND TOTAL EXPENDITURES	
	\$50,000.00

COVERDALE TIF FUND 843	
38-61 Debt Service / Franklin Electric - \$150,000	
Franklin Electric / Prudential Escrow	\$50,349.98
Franklin Electric / Prudential Escrow	\$51,199.89
Debt Service / Franklin Electric Total	\$101,549.87
COVERDALE TIF FUND TOTAL EXPENDITURES	
	\$101,549.87

DUPONT CORNER TIF FUND 861	
39-51 Misc. Services / Diebold Rd Project Loan - \$500,000	
Allen County Board of Commissioners	\$170,000.00
City of Fort Wayne	\$170,000.00
Misc. Services / Diebold Rd Project Loan Total	\$340,000.00
DUPONT CORNER TIF FUND TOTAL EXPENDITURES	
	\$340,000.00

STONEBRIDGE TIF FUND 862	
31-13 Professional Services / Contractual - \$5,000	
Professional Services / Contractual Total	\$0.00
39-50 Misc. Services / Stonebridge Projects Loan - \$250,000	
Allen County Board of Commissioners	\$200,000.00
Misc. Services / Stonebridge Projects Loan Total	\$200,000.00
STONEBRIDGE TIF FUND TOTAL EXPENDITURES	
	\$200,000.00

GROUP DELPHI TIF FUND 866	
31-32 Professional Services / Road Improvements - \$100,000	
Allen County Board of Commissioners	\$50,000.00
Professional Services / Road Improvements Total	\$50,000.00
GROUP DELPHI TIF FUND TOTAL EXPENDITURES	
	\$50,000.00

LAFAYETTE CENTER CORNER TIF FUND 868	
39-50 Other Services / BOC Revolving Fund - \$150,000	
Allen County Board of Commissioners	\$90,000.00
Other Services/BOC Revolving Fund Total	\$90,000.00
LAFAYETTE CENTER CORNER TIF FUND TOTAL EXPENDITURES	
	\$90,000.00

DUPONT DIEBOLD TIF FUND 869	
39-51 Misc. Services / Diebold Road Project Loan - \$1,500,000	
Parkview Health Systems Inc.	\$400,000.00
Misc. Services / Diebold Road Project Loan Total	\$400,000.00
DUPONT DIEBOLD TIF FUND TOTAL EXPENDITURES	
	\$400,000.00

AIRPORT EXPRESSWAY SOUTH TIF FUND 870	
31-32 Professional Services / Road Improvements - \$600,000	
Professional Services / Road Improvements Total	\$0.00
31-87 Professional Services / Infrastructure Projects - \$100,000	
Professional Services / Infrastructure Projects Total	\$0.00
AIRPORT EXPRESSWAY SOUTH TIF FUND TOTAL EXPENDITURES	\$0.00

DIEBOLD CORNER TIF FUND 871	
31-87 Professional Services / Infrastructure Projects - \$500,000	
Professional Services / Infrastructure Projects Total	\$0.00
DIEBOLD CORNER TIF FUND TOTAL EXPENDITURES	\$0.00

DUPONT DIEBOLD CONSTRUCTION FUND 875	
31-01 Legal Services - \$5,000	
Legal Services Total	\$0.00
31-18 Professional Services / Engineering - \$20,000	
Professional Services / Engineering Total	\$0.00
42-92 Capital Improvements / Road Construction - \$1,050,000	
Capital Improvements / Road Construction Total	\$0.00
DUPONT DIEBOLD CONSTRUCTION FUND TOTAL EXPENDITURES	\$0.00

STONEBRIDGE III TIF FUND 886	
39-50 Other Services / BOC Revolving Fund - \$50,000	
Allen County Board of Commissioners	\$50,000.00
Other Services / BOC Revolving Fund Total	\$50,000.00
STONEBRIDGE III TIF FUND TOTAL EXPENDITURES	\$50,000.00

New Survey Equipment
 Seiler Quote Summary
 February 2026

Total \$ 176,389.67

Q #00121249 \$ 99,079.22
 Q#00121236 \$ 8,570.45
 Q#00121412 \$ 68,740.00

Trimble DiNi - Digital Laser Level \$ 6,603.48

Trimble R980 x2 \$ 68,335.80

R980 x2 \$ 16,913.52
 R980 configurations x2 \$ 40,716.00
 Accessories \$ 4,106.28
 5 year warranty \$ 6,600.00

Data Collectors x2: \$ 23,500.34

TSC510 x2 \$ 8,704.80
 Trimble EM120 Module x2 \$ 3,425.76
 Accessories \$ 719.78
 5 year warranty - hardware \$ 3,620.00
 Trimble Access - Loyalty Program 1 time only/license \$ 3,260.00
 Trimble Access - Software (4 years worth) \$ 3,770.00

Mobile Mapping with DA2 \$ 8,570.45

Equipment x4 (receiver, antenna, 2 batteries, case) \$ 2,892.05

Catalyst Subscription x4 annually \$ 5,678.40 \$ 5,733.00

Trimble Business Center (moving from perpetual to subscription)

TBC - Starter

2 year promo - 2 years 50% off and trade-in credit \$ 639.60 \$ 1,066.00

Data Collectors x2: \$ 68,740.00

Drone \$ 10,450.00
 Camera (regular, infrared, lidar) \$ 36,640.00
 Accessories \$ 6,910.00

Subscriptions (LP360, Strip Align) 12 Mo \$ 3,250.00 \$ 3,250.00

Subscription (Pix4Dmatic Pro) 3 years \$ 8,990.00



Training per day \$ 2,500.00

Contact Name: Michael Fruchey
E-mail: mike.fruchey@co.allen.in.us
Phone: 260-449-7625
PO number: Michael Fruchey

Date Issued: 02/12/26
Expiration Date: 03/14/26

Ship To: Allen County, IN
 200 E. Berry St.
 Suite 350
 Fort Wayne, IN 46802
 United States

Bill To: Allen County, IN
 200 E. Berry St.
 Suite 350
 Fort Wayne, IN 46802
 United States

Quantity	Part Number	Description	List Price	Sale Price	Subtotal
4.00	109695-00	Trimble Catalyst DA2 Receiver Packout What is included with Catalyst DA2 Receiver (PN 109695-00) *Trimble Catalyst DA2 GNSS Receiver, *DA2 Standard Accessory Kit (PN 120523), *DA2 USB cable - micro B > Type-C - 30cm (PN 118615), *12 month Hardware Warranty Card, *Quick Start Guide	\$447.20	\$447.20	\$1,788.80
					
4.00	128433-00	Catalyst GNSS Antenna Handle - Packout Trimble Catalyst DA2 handle (Only)	\$182.00	\$182.00	\$728.00
					
8.00	129461	DA2 single battery	\$67.60	\$67.60	\$540.80
4.00	1500	PELICAN #1500 CASE	\$196.68	\$196.68	\$786.72
4.00	CAT-SM-YR-NR	Catalyst 30 - Annual (12 month expiry)	\$1,419.60	\$1,419.60	\$5,678.40
1.00	SI-DISC-MGIS-1	MGIS PRODUCT DISCOUNT	Undefined	(\$952.27)	(\$952.27)

Discount Total: \$952.27

Total Price: \$8,570.45

This is not an invoice: Applicable sales tax and/or shipping charges will apply. This product and/or associated accessories may be subject to export controls under United States law and must not be exported or re-exported without prior authorization from either the United States Department of State or Commerce, as applicable.

Scheduled delivery times could be delayed due to vendor supply. Please communicate with your Seiler sales representative to ensure your timeline needs can be met before signing this quotation.



Sales Quotation

Quote Number: 00121236

Notwithstanding any prices quoted in this Sales Quotation, the price of the goods and equipment identified herein shall be immediately increased upon the implementation of any new tariff, duty, tax, or similar governmental charge (collectively, "Tariff"), or modification of an existing Tariff, by any governmental authority that results in an increase in Seiler's cost of acquiring, producing, and/or delivering such goods and equipment. The price increase shall be in an amount equal to the increase in Seiler's cost of acquiring, producing, and/or delivering the goods and/or equipment attributable to the Tariff. Seiler shall provide you with written notice of the price increase as soon as practicable after the Tariff is instituted. Any such increase shall apply to all goods and equipment covered by this Sales Quotation that has not yet been delivered as of the date of the notice. If the elimination or reduction of a Tariff results in a decrease in Seiler's cost of acquiring, producing, and/or delivering such goods and equipment, Seiler shall reduce the prices of the goods and/or equipment in this Sales Quotation, so impacted by the decrease in Seiler's cost of the goods and/or equipment attributable to the elimination or reduction of the Tariff.

Please Contact Us:

Name: Brett Wiedemann
Address: 5454 Harrison Park Lane
Indianapolis
IN, 46216
United States
Phone: (317) 545-7090
Mobile: (317) 273-3508
E-mail: bwiedemann@seilerinst.com

Terms: Net 30 Credit Card Financing

Net 30 upon approved credit application. Please inquire to sales rep on financing options available.

A 3.5% surcharge applies to all debit and credit card transactions, and a 5% surcharge applies to American Express (AMEX) payments.

This Sales Quotation is subject to and governed by the Terms and Conditions of Sale referred to at <https://www.seilergeo.com/general-terms-and-conditions/> which are hereby incorporated into this Quotation by reference. Any terms and conditions contained in any purchase order, order confirmation, or other document or communication you send or provide to Seiler which are in addition to or different from those set forth in said Terms and Conditions of Sale found at the above-link which are not separately agreed to by Seiler in writing are hereby considered material, objected to, and shall be null, void, and of no force or effect.

This Sales Quotation is subject to the [Seiler Maximum Liability and Indemnification Agreement](#), version 041421. By signing this Sales Quotation, you are also agreeing to be bound by the terms and conditions of that Agreement.

Your signature below acknowledges acceptance of terms and conditions of this quote. Please sign and return via email or fax.

Signature: _____

Date: _____

Name: _____


Title: _____

Contact Name: Michael Fruchey
E-mail: mike.fruchey@co.allen.in.us
Phone: 260-449-7625
PO number: Michael Fruchey





Date Issued: 02/12/26
Expiration Date: 03/31/26






Ship To: Allen County, IN
 200 E. Berry St.
 Suite 350
 Fort Wayne, IN 46802
 United States

Bill To: Allen County, IN
 200 E. Berry St.
 Suite 350
 Fort Wayne, IN 46802
 United States

Quantity	Part Number	Description	List Price	Sale Price	Subtotal
2.00	R980-101-50-01	 Trimble R980, Model 50, ROW Trimble R980 model 50, Includes - Receiver Trimble R980 with TR49B Radio. Integrated dual-band 410-470 / 902-928 MHz UHF radio. 900 MHz UHF transmit capability only available where legally permitted (currently USA, Canada, and Australia). - Antenna, Rubber Ducky, 410 TO 470 AND 902 TO 928 MHZ - Transport Case for Receiver R12/R12i/R980 and TSC7/TSC5/T100 - Two receiver batteries176767 - Cable RECEIVER TO USB DOWNLOAD, 7P/USB PLUG/Power Jack - Cable RECEIVER TO USB DOWNLOAD, 7P TO USB-A end - RECEIVER QUICK RELEASE ADAPTER - Trimble R980 Option - Standard Receiver Firmware (Geospatial) - Includes one year CenterPoint RTX correction service subscription Must add charger 101070-00-01	\$9,396.40	\$8,456.76	\$16,913.52
1.00	R980-BRO	Trimble R980 Configuration Level - Base and Rover Mode Includes base and rover functions: - Full GNSS constellation support - Triple frequency tracking (L1, L2, L5) - IMU tilt compensation - Trimble xFill activation - UHF transmit functions (if applicable), 20 Hz measurements - NMEA outputs.	\$23,920.00	\$21,528.00	\$21,528.00
1.00	R980-ROV	Trimble R980 Configuration Level - Rover Mode Includes rover functions: - Full GNSS constellation support - Triple frequency tracking (L1, L2, L5) - IMU tilt compensation - Trimble xFill activation	\$21,320.00	\$19,188.00	\$19,188.00

- 20 Hz measurements
- NMEA outputs

2.00	101070-00-01	Trimble Geospatial Accessory - Dual Battery Charger with Power Supply and Power Cord (North America)	\$733.20	\$659.88	\$1,319.76
					
2.00	ADLS-GNSS3-BNDLE-STK	TP Premium - R980, R12, or R12i GNSS, 5 Years w/Firmware	\$3,300.00	\$3,300.00	\$6,600.00
2.00	43169-20	Rod - 2.5m Carbon Fiber Telescopic Range Pole with Bipod	\$806.00	\$725.40	\$1,450.80
1.00	5119-00-FLY	TRIPOD,ANTENNA,GPS,ADJUSTABLE	\$1,136.46	\$966.00	\$966.00
1.00	89846-00	Trimble R10 Accessory - Base Station Extension (0.15m) with Height Measurement Lever	\$213.20	\$191.88	\$191.88
					
1.00	89864-00	Trimble R10 Accessory - Ext. Battery Cable Set (7P Lemo to SAE, 0.6m / SAE to Battery Clips, 1.8m)	\$197.60	\$177.84	\$177.84
2.00	TSC510-1-1100-00	Trimble TSC510 controller - QWERTY keypad, WWAN, worldwide region, standalone Includes Trimble TSC510 controller - QWERTY keypad, WWAN, worldwide region Screen protector Carrying case Passive stylus with screwdriver and 2 extra tips USB cable (2 m, USB-C to USB-C power/data) Handstrap Add PN: 131922-01 65w USB Type C Charger SINGLE, for wall plug charging capability	\$4,836.00	\$4,352.40	\$8,704.80
					
2.00	110238-00-1	Trimble EM120 2.4GHz Module	\$1,903.20	\$1,712.88	\$3,425.76
					
2.00	131922-01-BLK-GEO-1	65w USB Type C Charger	\$56.68	\$51.01	\$102.02

					
2.00	121952-01	TSC5 POLE MOUNT BRACKET - SINGLE SINGLE BRACKET, SPLIT FROM 5 PACK PN: 121952-01-GEO	\$83.20	\$74.88	\$149.76
					
2.00	121951-01-GEO	TSC5 / TSC7 Quick Release Pole Mount Clamp with Adjustable Arm	\$260.00	\$234.00	\$468.00
					
2.00	ADLS-DC-HW-SYS-STOCK	TP Premium - TSC5, TSC510, TSC7, TSC710, T100, T110, T10x, or T7 + GNSS/Radio Mod, 5 YR	\$1,810.00	\$1,810.00	\$3,620.00
2.00	EWLS-TA-LOYAL-STOCK	TPP - Loyalty Program - Trimble Access (12 month expiration) Serial Number: ES7FD29528 ES7FD29578	\$1,630.00	\$1,630.00	\$3,260.00
2.00	EWLS-TA-4YR-STOCK	TPP - Software - Trimble Access, 4 Years (12m expiration)	\$1,885.00	\$1,885.00	\$3,770.00
1.00	78070017	Trimble DiNi (0.7) Instrument in transport case (with battery, manual and data transfer cable)	\$6,952.40	\$6,257.16	\$6,257.16
					
1.00	7073369025000	Staff - Levelling telescopic rod TD25, 16ft, 5/1m, code and ft-graduation	\$286.00	\$257.40	\$257.40
					
1.00	73841019	Cable - 0.18m, Hirose 6 pin to USB stick or compact flash card reader	\$98.80	\$88.92	\$88.92



Sales Quotation

Quote Number: 00121249

2.00	TBC-STA-YR-00-G	Trimble Business Center Starter - Annually, Per Seat (stocking, expires 12 months from invoice date)	\$1,066.00	\$533.00	\$1,066.00
1.00	SEI-TRADEIN	Seiler Trade-In -Trade-in unit must be functional -Trade-in unit must be returned to Seiler Instrument within 30 days of your order -CREDIT ISSUED WHEN UNITS ARE RETURNED TBC 40% additional seat discount	Undefined	(\$426.40)	(\$426.40)

Discount Total: \$10,150.20

Total Price: \$99,079.22

This is not an invoice: Applicable sales tax and/or shipping charges will apply. This product and/or associated accessories may be subject to export controls under United States law and must not be exported or re-exported without prior authorization from either the United States Department of State or Commerce, as applicable.

Scheduled delivery times could be delayed due to vendor supply. Please communicate with your Seiler sales representative to ensure your timeline needs can be met before signing this quotation.

Notwithstanding any prices quoted in this Sales Quotation, the price of the goods and equipment identified herein shall be immediately increased upon the implementation of any new tariff, duty, tax, or similar governmental charge (collectively, "Tariff"), or modification of an existing Tariff, by any governmental authority that results in an increase in Seiler's cost of acquiring, producing, and/or delivering such goods and equipment. The price increase shall be in an amount equal to the increase in Seiler's cost of acquiring, producing, and/or delivering the goods and/or equipment attributable to the Tariff. Seiler shall provide you with written notice of the price increase as soon as practicable after the Tariff is instituted. Any such increase shall apply to all goods and equipment covered by this Sales Quotation that has not yet been delivered as of the date of the notice. If the elimination or reduction of a Tariff results in a decrease in Seiler's cost of acquiring, producing, and/or delivering such goods and equipment, Seiler shall reduce the prices of the goods and/or equipment in this Sales Quotation, so impacted by the decrease in Seiler's cost of the goods and/or equipment attributable to the elimination or reduction of the Tariff.

Please Contact Us:

Name: Todd Jamieson
Address: 5454 Harrison Park Lane
Indianapolis
IN, 46216
United States
Phone: (317) 545-7090
Mobile: (317) 503-5925
E-mail: tjamieson@seilerinst.com



Sales Quotation

Quote Number: 00121249

Terms: Net 30 Credit Card Financing

Net 30 upon approved credit application. Please inquire to sales rep on financing options available.

A 3.5% surcharge applies to all debit and credit card transactions, and a 5% surcharge applies to American Express (AMEX) payments.

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Your signature below acknowledges acceptance of terms and conditions of this quote. Please sign and return via email or fax.

Signature: _____

Date: _____

Name: _____

Title: _____



Sales Quotation

Quote Number: 00121412

Allen County, IN
 Chris Baughman
 chris.baughman@co.allen.in.us
 (260) 449-7567
 1 East Main Street
 Fort Wayne, IN 46802

Date Issued: 02/17/26
Expiration Date: 04/01/26

Ship To: 200 E. Berry St.
 Fort Wayne, IN 46802

Quantity	Part Number	Description	Unit Price	Subtotal
1.00	CP.EN.00000667.01	DJI Matrice 400i General Purpose	\$10,450.00	\$10,450.00
1.00	CP.EN.00000703.01	Zenmuse L3	\$17,400.00	\$17,400.00
1.00	CP.ZM.00000136.01	Zenmuse P1	\$7,630.00	\$7,630.00
1.00	CP.EN.00000529.01	Zenmuse H30T	\$11,610.00	\$11,610.00
1.00	CB.202505163081	Matrice 400 TB100 Intelligent Flight Battery 3pcs (3 total) Intellegent Flight Batteries NOTE: The Matrice 400 requires one battery for flight operations.	\$5,160.00	\$5,160.00
1.00	CP.EN.00000683.02	BS100 Intelligent Battery Station	\$1,750.00	\$1,750.00
1.00	SFW1000662A00N	12 months subscription for LP360 Drone	\$1,625.00	\$1,625.00
1.00	SFW1000666A00N	12 months subscription Strip Align for LP360 Drone	\$1,625.00	\$1,625.00
1.00	MATIC-PRO-3YEAR	PIX4Dmatic Pro 3-year	\$8,990.00	\$8,990.00
1.00	SDS-2001	SDS Custom Training - 1 day On-Site or Virtual Training for a specific organization based on agreed-to subject matter. Details to be confirmed.	\$2,500.00	\$2,500.00
1.00	TS-DRONE	Seiler Drone Tech Support Agreement- 1 year (\$495 value) Phone/E-mail support for one designated contact in your organization. Toll-free number and dedicated e-mail address for direct contact to support technicians. NOTE: Does not include training services. Priority response to support cases. If a repair is needed, a free loaner unit will be provided for first year. Subject to availability. If a repair is needed, a half-price rental unit will be provided if unit is not under warranty. Seiler Instrument provides complimentary support on all of our products for any hardware-related issues that are covered under a current factory warranty or warranty extension.	\$0.00	\$0.00
1.00	DJI-STATUS	DJI Status The unresolved status of the NDAA-mandated security audit for DJI creates a risk that new sales and future product support may be restricted or prohibited after December 23, 2025. Seiler has presented alternatives if requested.	\$0.00	\$0.00

Total Price: \$68,740.00

Regulatory and Compliance Disclaimer: It is the Customer's sole responsibility to ensure that the equipment, payloads, and software quoted herein comply with all applicable local, state, and federal regulations, including but not limited to **FAA Part 107**, state privacy laws, and federal procurement or operational restrictions (such as **FAR 52.240-1**). Seiler Instrument provides this equipment for general commercial use and does not provide legal or regulatory guidance regarding its eligibility for specific projects, grants, or federally funded contracts.

This is not an invoice: Applicable sales tax, customs duties, and/or shipping charges will apply. This product and/or associated accessories may be subject to export controls under United States law and must not be exported or re-exported without prior authorization from either the



Sales Quotation

Quote Number: 00121412

United States Department of State or Commerce, as applicable.

Scheduled delivery times could be delayed due to vendor supply. Please communicate with your Seiler sales representative to ensure your timeline needs can be met before signing this quotation.

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Please Contact Us:

Jack Garnett
29485 Lorie Lane
Wixom
MI, 48393
jgarnett@seilerinst.com
Phone: 3147044782
Cell: (248) 305-0461

Terms: Net 30 Credit Card Financing

Net 30 upon approved credit application. Please inquire to sales rep on financing options available.

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Your signature below acknowledges acceptance of terms and conditions of this quote. Please sign and return via email or fax.

Signature: _____

Date: _____

Name: _____

Title: _____

COMPENSATION AGENDA
February 2026

BUILDING DEPARTMENT

1. Reclassification: Senior Inspector; Labor (D09); \$69,925/\$33.62 per hour; 40.0 hours per week; Non-Exempt

2. Reclassification: Inspector; Labor (D07); \$59,949/\$28.82 per hour; 40.0 hours per week; Non-Exempt

3. Reclassification: Permit Specialist (B04); \$46,169/\$22.19 per hour; 40.0 hours per week; Non-Exempt

PERSONNEL COMMITTEE REQUEST FORM

Complete this form and submit electronically to the Compensation Specialist for consideration by the Allen County Council Personnel Committee. Include any additional documentation to support this request. Must be submitted four (4) weeks prior to Personnel Committee meeting.

Please indicate the type of request: New Position Reclassification Other

If other was selected, please explain:

How many positions this change will affect:

Current FLSA Status: Exempt Non-Exempt

Requested FLSA Status: Exempt Non-Exempt

Please advise if this position is grant funded: Yes No

Are funds requested for 2025: Yes No

Are there funds requested for 2026: Yes No

Is a new appropriation line number needed: Yes No

Current Position Title:	
Requested Position Title:	
Current Pay Classification:	
Requested Pay Classification:	
Appropriation Line Number (or first 10 digits):	
Date Submitted to Human Resources:	

Justification for request: (use as much space as necessary)

Please provide/attach the following with the Personnel Committee Request Form:

1. Current and updated job description
2. Current and updated organization chart
3. Any additional information for Personnel Committee



Allen County Job Description

PERMIT SPECIALIST

Department: Building
Classification/Level: Office Support, PG-04

FLSA Status: Non-exempt
Date: 10/2025

Under the direction of the Office Manager, the Permit Specialist is responsible for assisting the public, providing guidance through the permitting process. Assist with inspection requests, issuing building permits and licenses and collecting appropriate fees. This position is Covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Issues building permits and licenses while providing excellent customer service.
- Answers incoming telephone calls, responds to inquirers, and/or routes callers to the appropriate person or department.
- Assists with license renewal for contractors.
- Posts permit numbers to packets
- Calculates and collects appropriate fees.
- Maintains the cash drawer and sorts mail.
- Monitors state releases for commercial projects.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- High School Diploma or GED and at least three-years' experience with computer skills, customer service, and bookkeeping.
- Must be eligible to be commissioned Notary Public in Indiana.
- Ability to read and understand architectural drawings.
- Strong computer skills including the ability to use Microsoft Office. Accela, GIS mapping, and other job-related software
- Ability to multi-task.
- Impeccable customer service skills.
- Understanding to read engineering reports.
- Ability to use various office equipment including scanning equipment, multi-line phone and copier

PERFORMANCE EXPECTATIONS:

The Permit Specialist is responsible for issuing building permits and licenses with a focus on delivering excellent customer service. This role includes managing phone inquiries, supporting contractor license renewals, and accurately processing permit numbers and fees. Key responsibilities include maintaining the cash drawer, sorting mail, and tracking state releases for commercial projects. Strong computer proficiency, attention to detail, and effective use of office equipment are essential. The specialist must excel in multitasking and consistently demonstrate a high level of customer service, with the flexibility to work overtime when required.

RESPONSIBILITY:

The Permit Specialist requires some judgment when tracking permits for funding purposes. Errors in work will result in loss of time and is reviewed upon completion. Work requires some analysis and judgment.

PERSONAL WORK RELATIONSHIPS:

The Permit Specialist maintains frequent contact with other county employees, contractors, utility companies, other governmental agencies, and the general public regarding issuing permits and departmental policies and procedures.

WORKING CONDITIONS/PHYSICAL DEMANDS:

The Permit Specialist primarily works in an office environment, performing tasks that involve sitting for extended periods while working on a computer, answering phones, and processing paperwork. The role requires frequent use of standard office equipment such as computers, scanners, and multi-line phones. There may be occasional lifting of light objects, such as files or office supplies, generally weighing up to 20 pounds. The position also involves standing or walking briefly to handle mail or assist customers. The job demands attention to detail, focus during repetitive tasks, and the ability to handle multiple responsibilities in a sometimes fast-paced environment. Overtime may be required occasionally.

PHYSICAL REQUIREMENTS	Occasionally = 1 to 2 hours	Frequently = 3 to 4 hours	Repeatedly = 5 to 6 hours	Continuously = 7+ hours
Sitting				X
Standing		X		
Walking		X		
Fine Motor Skills			X	
Gross Motor Skills			X	
Repetitive Motions			X	
Lifting	X			
Carrying	X			
Pushing/Pulling	X			
Physical Endurance		X		

SUPERVISION:

None

LICENSING:

None

IMMEDIATE SUPERVISOR:

Office Manager

HOURS:

40 hours/week; overtime as required

EEO CATEGORY:

0906

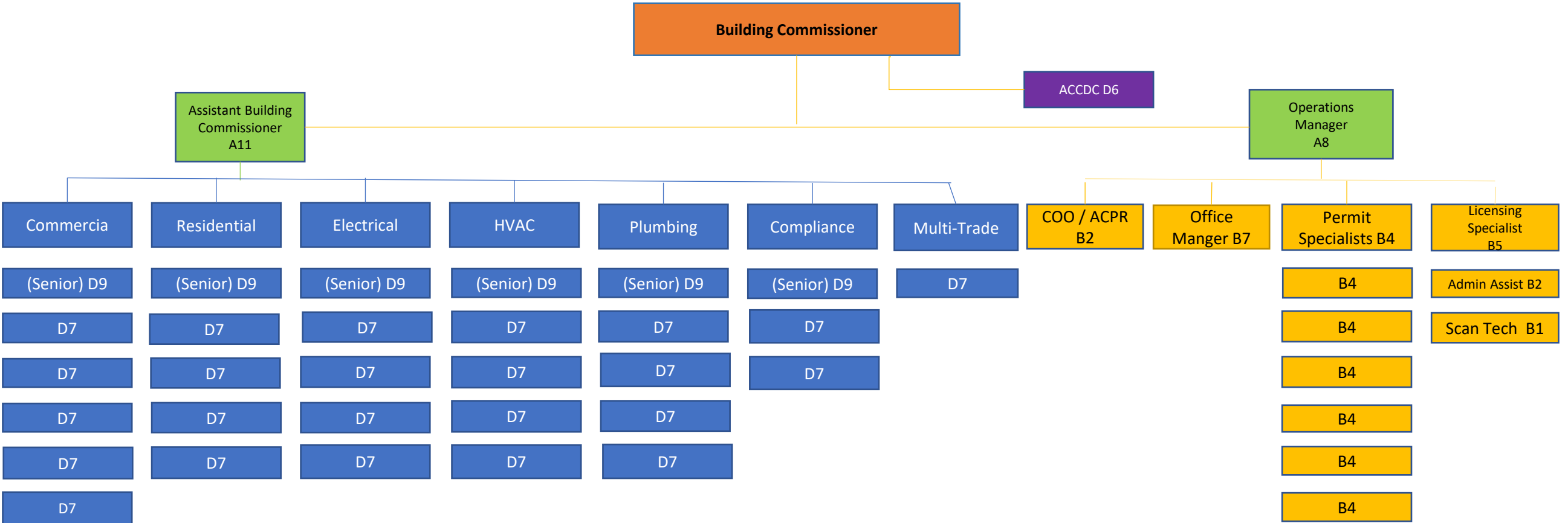
WORKERS'S COMP CODE:

8810

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



PERSONNEL COMMITTEE REQUEST FORM

Complete this form and submit electronically to the Compensation Specialist for consideration by the Allen County Council Personnel Committee. Include any additional documentation to support this request. Must be submitted four (4) weeks prior to Personnel Committee meeting.

Please indicate the type of request: New Position Reclassification Other

If other was selected, please explain:

How many positions this change will affect:

Current FLSA Status: Exempt Non-Exempt

Requested FLSA Status: Exempt Non-Exempt

Please advise if this position is grant funded: Yes No

Are funds requested for 2025: Yes No

Are there funds requested for 2026: Yes No

Is a new appropriation line number needed: Yes No

Current Position Title:	
Requested Position Title:	
Current Pay Classification:	
Requested Pay Classification:	
Appropriation Line Number (or first 10 digits):	
Date Submitted to Human Resources:	

Justification for request: (use as much space as necessary)

Please provide/attach the following with the Personnel Committee Request Form:

1. Current and updated job description
2. Current and updated organization chart
3. Any additional information for Personnel Committee



Allen County Job Description

RESIDENTIAL BUILDING INSPECTOR

Department: Building
Classification/Level: Labor, PG-07

FLSA Status: Non-exempt
Date: 11/2025

Under the direction of the Senior Housing Inspector, the Residential Building Inspector performs inspections for new construction, remodels and renovations of residential buildings and ensures compliance with State building codes. This position is covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Performs field inspections of Residential Projects for compliance with building codes and design requirements, issuing notice of violation and/or corrective action if necessary.
- Responsible for working with contractors, designers and owners regarding code requirements, including explanation, gaining cooperation and compliance for all corrections and violations.
- Reviews routing requests and prepares reports of inspection findings, complaints and follow-up visits.
- Receives, investigates and resolves special complaints/problems concerning residential buildings and structures.
- Performs follow-up inspections of sites in violation of codes to determine if compliance has been met.
- Responsible for interpreting, understanding and explaining all pertinent information concerning residential building and structure requirements including Local and State codes.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- High School Diploma or GED and eight years of experience as a licensed contractor for residential construction work
- Valid Allen County Contractors License **or** Valid Inspector Certification **or** equivalent from another jurisdiction as a contractor
- Availability to be on call 24 hours for 2 weeks per year after the probationary period
- Valid Driver's License to perform field inspections utilizing a county vehicle
- Ability to understand and communicate residential building codes to contractors and owners
- Basic computer and typing skills
- Basic math and measuring skills using tape measures and levels
- Ability to understand and communicate building codes to contractors and owners
- Basic computer and typing skills including the ability to use Microsoft Office and other job related software
- Basic math and measuring skills using tape measures and levels
- Ability to read and interpret blueprints and maps
- Thorough knowledge of housing codes and related construction materials, practices and procedures

PERFORMANCE EXPECTATIONS:

The Residential Building Inspector is responsible for performing accurate field inspections of residential construction projects to ensure compliance with State and Local building codes. This role involves maintaining detailed records and

PERFORMANCE EXPECTATIONS (Continued):

providing clear guidance on code requirements, using sound judgment to apply relevant guidelines, particularly when investigating complaints. Strong communication and technical skills are crucial for interpreting complex codes and resolving issues. Additionally, the inspector must hold a valid license, be available for on-call duties, and handle all tasks with professionalism and accuracy.

RESPONSIBILITY:

The Residential Building Inspector provides substantial contributions when providing explanation and guidelines of state and local codes. Deviations from guidelines must be referred to the supervisor. Work is reviewed for soundness of judgment and conclusions.

PERSONAL WORK RELATIONSHIPS:

The Residential Building Inspector maintains frequent communication with other county employees, other county and government agencies, contractors, and the general public when conducting inspections and explaining, interpreting and enforcing codes.

WORKING CONDITIONS/PHYSICAL DEMANDS:

The Residential Building Inspector performs field inspections, exposed to various weather conditions and physical hazards normally associated with construction sites and other inspection areas. Frequent typing, attention to detail, monitoring equipment, detailed inspection, and transcription/proofreading are required. The Residential Building Inspector performs work that requires lifting, reaching over head, kneeling, and climbing ladders with frequent bending, walking on uneven surfaces, and exposure to noise and dangerous equipment.

- Frequent standing and walking on uneven surfaces.
- Regular detailed inspections requiring frequent typing and attention to detail.
- Includes bending, kneeling, climbing ladders, and reaching overhead, with occasional lifting and carrying moderate weights.

The description below outlines the physical requirements specific to the Residential Building Inspector’s role:

PHYSICAL REQUIREMENTS	Occasionally = 1 to 2 hours	Frequently = 3 to 4 hours	Repeatedly = 5 to 6 hours	Continuously = 7+ hours
Sitting	X			
Standing		X		
Walking		X		
Fine Motor Skills		X		
Gross Motor Skills		X		
Repetitive Motions		X		
Lifting	X			
Carrying	X			
Pushing/Pulling	X			
Physical Endurance			X	

SUPERVISION:

None

LICENSING:

Valid Allen County Contractors License or Valid Inspector Certification or equivalent from another jurisdiction as a contractor

Valid Driver’s License to perform field inspections utilizing a county vehicle

IMMEDIATE SUPERVISOR:

Senior Housing Inspector

HOURS:

40 hours per week; overtime as needed

EEO CATEGORY:

0903

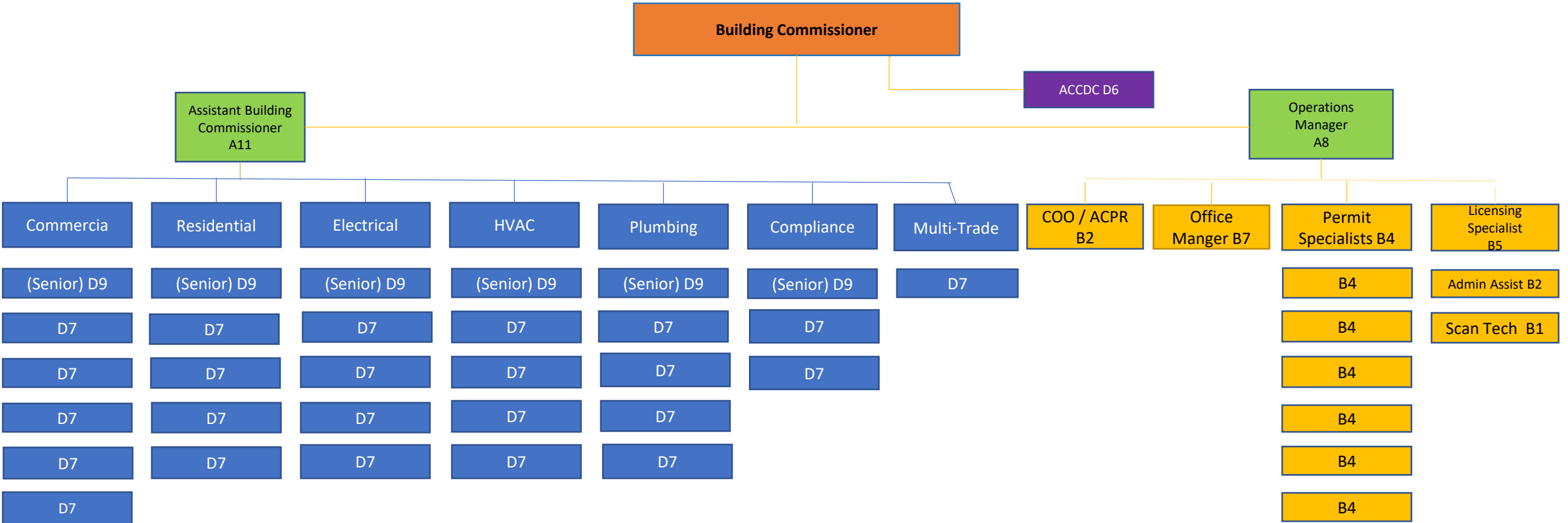
WORKERS'S COMP CODE:

9410

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



PERSONNEL COMMITTEE REQUEST FORM

Complete this form and submit electronically to the Compensation Specialist for consideration by the Allen County Council Personnel Committee. Include any additional documentation to support this request. Must be submitted four (4) weeks prior to Personnel Committee meeting.

Please indicate the type of request: New Position Reclassification Other

If other was selected, please explain:

How many positions this change will affect:

Current FLSA Status: Exempt Non-Exempt

Requested FLSA Status: Exempt Non-Exempt

Please advise if this position is grant funded: Yes No

Are funds requested for 2025: Yes No

Are there funds requested for 2026: Yes No

Is a new appropriation line number needed: Yes No

Current Position Title:	
Requested Position Title:	
Current Pay Classification:	
Requested Pay Classification:	
Appropriation Line Number (or first 10 digits):	
Date Submitted to Human Resources:	

Justification for request: (use as much space as necessary)

Please provide/attach the following with the Personnel Committee Request Form:

1. Current and updated job description
2. Current and updated organization chart
3. Any additional information for Personnel Committee



Allen County Job Description

SENIOR PLUMBING INSPECTOR

Department: Building
Classification/Level: Labor, PG-09

FLSA Status: Non-exempt
Date: 10/2025

Under the direction of the Assistant Building Commissioner, the Senior Plumbing Inspector is responsible for overseeing schedules and projects within the division and for supervising the Plumbing Division employees. This position is at-will and not covered by the due process portions of The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Performs plumbing inspections on commercial and residential projects.
- Supervises staff within the Plumbing Division including training, scheduling, assisting in code interpretation and helping with complicated inspections.
- Responsible for working with contractors, designers and owners regarding code requirements, including providing explanation and gaining cooperation and compliance for all corrections and violations.
- Replies to questions and phone calls from the general public about plumbing code or inspection questions.
- Reviews and approves permits for construction and/or installation of plumbing systems, ensuring compliance with all applicable rules and regulations.
- Receives, investigates, and resolves special complaints and/or problems concerning plumbing systems.
- Performs follow-up inspections, of sites in violation of codes, to determine if compliance has been met.
- Responsible for interpreting, understanding and explaining all pertinent information concerning plumbing installation and construction requirements, including local and state codes.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- High School Diploma or GED with more than ten years of experience as a licensed plumber
- Possess a valid Allen County Contractors License or equivalent from another jurisdiction as a Plumbing Contractor which requires a minimum of four years as a plumbing apprentice, four years as a plumbing journeyman, and a State of Indiana Plumbing License
- Valid Driver's License to perform field inspections utilizing a county vehicle
- Valid Inspector Certification within one year of employment
- Thorough knowledge of state plumbing codes and construction processes gained through experience of working in the field as a plumbing contractor
- Ability to understand and communicate the application of plumbing codes to contractors and owners as well as mediate difficult situations between clients and staff related to project requirements
- Basic computer and typing skills in order to document inspections into computer system
- Basic math and measuring skills with the ability to use tape measures, dials, gauges and other job related tools

PERFORMANCE EXPECTATIONS:

The Senior Plumber is expected to perform inspections of significant complexity, ensuring compliance with all state and local plumbing codes. This role requires sound judgment to interpret and enforce regulations accurately, provide guidance and training to junior inspectors, and address complex plumbing issues with professionalism and technical expertise.

RESPONSIBILITY:

The Senior Plumbing Inspector provides substantial contribution when resolving difficult complaints and problems. Work is reviewed for soundness of judgment and conclusions.

PERSONAL WORK RELATIONSHIPS:

The Senior Plumbing Inspector maintains frequent contact with other county employees, officials from other county and governmental agencies, contractors, and the general public when explaining, interpreting, and enforcing codes.

WORKING CONDITIONS/PHYSICAL DEMANDS:

The Senior Plumbing Inspector works both in the office and in the field where frequent exposure to various weather conditions and physical hazards associated with construction sites and other inspection areas are to be expected. Frequent typing, attention to detail, monitoring equipment, detailed inspection, and transcription/proofreading are required. The Senior Plumbing Inspector performs work that requires some lifting, reaching over head, kneeling and climbing ladders and frequent bending and walking on uneven surfaces.

PHYSICAL REQUIREMENTS	Occasionally = 1 to 2 hours	Frequently = 3 to 4 hours	Repeatedly = 5 to 6 hours	Continually = 7+ hours
Sitting				X
Standing	X			
Walking				X
Fine Motor Skills				X
Gross Motor Skills			X	
Repetitive Motions				X
Squatting			X	
Kneeling			X	
Crawling			X	
Climbing			X	
Lifting		X		
Carrying		X		
Pushing/Pulling			X	
Physical Endurance			X	

SUPERVISION:

The Senior Plumbing Inspector is responsible for supervising the work of two subordinate non-supervisory employees, including training, assigning work, recommending discipline, and evaluating performance.

LICENSING:

Valid Allen County Contractors License or equivalent from another jurisdiction as a plumbing contractor which requires a minimum of four years as a plumbing apprentice, four years as a plumbing journeyman and a State of Indiana Plumbing License

Valid Inspector Certification within one year of employment

Valid Driver’s License to perform field inspections utilizing a county vehicle

IMMEDIATE SUPERVISOR:

Assistant Building Commissioner

HOURS:

40 hours/week; overtime as needed

EEO CATEGORY:

0903

WORKERS’S COMP CODE:

9410

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Building Commissioner
Joseph Hutter

ACCDC
Francis Koch

Assistant Building
Commissioner 1

Operations
Manger
A8: \$73,648

Commercial Residential Electrical HVAC Plumbing Compliance Multi-Trade

Office Manger Tina Gebert C of O **B2: \$40,706** Permit Specialists Licensing Specialist Amanda Woenker

Sr. D9: \$84,979 (\$12,124) Sr. D9: \$84,979 (\$12,124) Sr. D9: \$84,979 (\$12,124) Sr. D9: \$98,373 (\$14,034) Sr. D9: \$98,373 (\$14,034) Sr. D9: \$84,979 (\$12,050) D7: \$62,347 (\$4618)

B4: \$56,109 (\$3176) Admin Assist McKenzie Martz

D7: \$72,855 (\$5396) D7: \$72,855 (\$5396) D7: \$72,855 (\$5396) D7: \$72,855 (\$5396) D7: \$76,498 (\$5666) D7: \$80323 (\$5950)

B4: \$52,933 (\$2996) Scan Tech Ramie Hiltz

D7: \$59,949 (\$4440) D7: \$72,855 (\$5396) D7: \$68,732 (\$5092) D7: \$68,732 (\$5092) D7: \$68,732 (\$5092) D7: \$68,732 (\$5092)

B4: \$48,016 (\$2718)

OPEN D7: \$62,347 (\$4618) OPEN D7: \$64,841 (\$4803) D7: \$62,347 (\$4618)

B4: \$46,169 (\$2613)

OPEN OPEN OPEN OPEN OPEN

OPEN

OPEN

B4: \$56,109 (\$3176)

Building Commissioner
Joseph Hutter

ACCDC
Francis Koch

Assistant Building
Commissioner 1

Operations
Manger
A8: \$73,648

Commercial	Residential	Electrical	HVAC	Plumbing	Compliance	Multi-Trade
Sr. D9: \$84,979 (\$12,124)	Sr. D9: \$84,979 (\$12,124)	Sr. D9: \$84,979 (\$12,124)	Sr. D9: \$98,373 (\$14,034)	Sr. D9: \$98,373 (\$14,034)	Sr. D9: \$84,979 (\$12,050)	D7: \$62,347 (\$4618)
D7: \$72,855 (\$5396)	D7: \$72,855 (\$5396)	D7: \$72,855 (\$5396)	D7: \$72,855 (\$5396)	D7: \$76,498 (\$5666)	D7: \$80323 (\$5950)	
D7: \$59,949 (\$4440)	D7: \$72,855 (\$5396)	D7: \$68,732 (\$5092)	D7: \$68,732 (\$5092)	D7: \$68,732 (\$5092)	D7: \$68,732 (\$5092)	
OPEN	D7: \$62,347 (\$4618)	OPEN	D7: \$64,841 (\$4803)	D7: \$62,347 (\$4618)		
OPEN	OPEN	OPEN	OPEN	OPEN		
OPEN						

Office Manger Tina Gebert	C of O B2: \$40,706	Permit Specialists	Licensing Specialist Amanda Woenker
		B4: \$56,109 (\$3176)	Admin Assist McKenzie Martz
		B4: \$52,933 (\$2996)	Scan Tech Ramie Hiltz
		B4: \$48,016 (\$2718)	
		B4: \$46,169 (\$2613)	
		OPEN	
		B4: \$56,109 (\$3176)	

\$287,584 total cost of increases and new positions



Position Overview

Job Title	
Department	
Employee Name (if applicable)	
Supervisor Name	
Current Classification (if applicable)	
Current Pay Grade (if applicable)	

Summary of NFP Recommendations

Classification	
Pay Grade	
Comments/Key Decision Points	

8900 Keystone Crossing / Suite 900 / Indianapolis, IN 46240 / NFP.com

Insurance services provided through First Person, Inc., a subsidiary of NFP Corp. (NFP). Doing business in California as First Person Insurance Solutions (License # OE 44236).

Summary of Process

Process Step	<u>Who was Involved</u>	<u>Date Submitted / Completed</u>
Job Analysis Questionnaire (JAQ)		
Desk Audit Questionnaire and Virtual Meeting with the Department		
Two NFP Team Members Independently Evaluate the Position for Classification		
Market Compensation Benchmark Completed		
Job Description is Drafted and Finalized		
Personnel Committee Presentation – Scheduled Meeting Date	Personnel Committee	

Attachments

- Job analysis questionnaire (JAQ)
- Job description
- Market compensation benchmark



Allen County
Job Evaluation System
OFFICE SUPPORT ANALYSIS QUESTIONNAIRE
(JAQ)

Title:

Classification/Level:

Department:

Date: /2025

GENERAL INSTRUCTIONS: The information you supply on this questionnaire will be used to draft your job description. Please read the entire questionnaire carefully before answering any questions to avoid duplicating your replies. Take time to answer each question carefully and completely. To accurately prepare a description of the duties and responsibilities of your job, it is essential that your responses be clear, concise, and thorough.

POSITION INFORMATION

(TO BE COMPLETED BY THE EMPLOYEE IN THE POSITION WITH REVIEW AND COMMENTS BY THE SUPERVISOR)

Name: Christopher Graham Date: 8/13/2025

Job Title: Permit Specialist / clerk

Phone #: 260-449-7199 Organization: Allen County

Department: Building Department Division: _____

Name of Immediate Supervisor: Tina Gebert

Title of Immediate Supervisor: Office Manager

Phone # of Immediate Supervisor: 260-449-7683

Email Address of Immediate Supervisor: tgebert@co.allen.in.us

GENERAL DESCRIPTION

Briefly state the general purpose of your job:

Assist customers with any questions, comments, concerns regarding any and all aspects and duties of the ACCD. Provide guidance through the Permitting Process, assist with and log inspection requests, direct customers to many different departments based on the details of their request and coordinate with several different departments and agencies in order to ensure a seamless project experience for contractors and homeowners

ESSENTIAL FUNCTIONS OF THE JOB

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation.

Begin by listing the duties in order of importance from most important to least important. Rate the importance of each duty or responsibility based on the following scale and estimate the overall percentage of time you devote to each duty. [Note: percentages should total 100%. Continued onto next page]

Task or Duty	% of Time
1. Permit Processing	80 %
2. Phone Calls	10 %
3. Emails	10 %
4.	
5.	
6.	
7.	

Task or Duty	% of Time
8.	
9.	
10.	

JOB REQUIREMENTS:

List any **SPECIALIZED** knowledge, abilities, and skills required to perform the tasks/duties effectively, i.e., budgeting, diesel mechanics, CAD, urban planning, payroll. Indicate how this is applied or used in your work.

Knowledge, Skill, Ability	How Applied
Notary Public Commission	Frequent notarization of official and legal documents pertaining to contractor licensure as well as various official notices and orders for the compliance division.
Reading architectural drawings	Analysis of contractor provided drawings to determine locations of work areas, dimensions, necessary stamps/seals, comparison to State Design Releases
Reading Engineer Reports	Read and translate verbiage from engineer reports following severe damage to structures and work performed without permits into permit verbiage to ensure site safety and compliance with procedures.

List all major equipment, software, or other specialized tools that you typically use or handle to perform your job responsibilities/duties, i.e., truck, car, hand and power tools, lab equipment, computer software programs.

Accela, Microsoft Office, Adobe, GIS mapping system, Low Tax Info site

Place an X next to one statement to indicate the MINIMUM level of education required to perform this job. NOTE: This may well be less than your own particular educational level.

- High school diploma or equivalent
- Specialized training beyond high school normally gained in a program of less than 18 months duration.
Please specify type of training required: Computer skills, typing, Organizational/Leadership Studies
- Associates degree (two year degree) or certification program of comparable length. Please outline specific certification: _____
- Degree, diploma, or certification with time requirements of greater than two years but less than four years. Please specify: _____

Place an X next to one statement to indicate the minimum amount of total related experience an employee must have prior to starting this job. Assume the employee has the appropriate level of formal education indicated in the previous section.

- No related experience required
- Less than 1 year
- More than 1 year
- At least 3 years
- At least 5 years
- More than 8 years

Please specify: Impeccable customer service, heavy and complex multi-tasking, proficiency in computer skills, professional communication abilities, both in person and remote

List below any type of certification, licenses, or registration required for you to perform your job. NOTE: A valid driver's license should only be listed if driving is a part of your job.

Certification required: Completing the Indiana State Notary Commission Process, exam, and completing periodic continuing education courses

License required:

Registration required:

JOB REQUIREMENTS (LEVEL OF KNOWLEDGE, SKILL AND ABILITIES / COMPLEXITY OR TECHNICAL REQUIRED)

Place an X next to all statements that describe the level of knowledge and abilities required in this job.

- Incumbent must possess knowledge of prescribed procedures and routines, including simple office skills and the ability to follow specific instructions and guidelines.
- Incumbent must be able to operate one or more simple office machines or laboratory equipment (e.g. typewriter, keypunch, desk calculator).

- Incumbent must possess an understanding of and the ability to make practical application of customary practices, rules, regulations, procedures, or techniques that are directly relevant to the assigned tasks.
- Incumbent must possess comprehension of and the ability to make practical application of theories, principles, precedents, techniques relevant to the assigned tasks.
- Position requires no real application of technical or specialized subject matter knowledge.
- Position requires a moderately complex body of technical or specialized subject matter knowledge.
- Position requires a substantial, relatively complex body of technical or specialized subject-matter knowledge.

DIFFICULTY OF WORK (COMPLEXITY AND DIVERSITY OF WORK)

Place an X next to all statements, which describe the typical writing skills required for your job.

- Work consists of simple, repetitive, routinized tasks, processes, or operations.
- Work consists of moderately complex, relatively standardized, tasks, processes or operations.
- Work consists of complex, varied, non-standardized tasks, processes, or operations.

Place an X next to all statements that describe the speaking and presentation skills required in your job.

- Incumbent answers questions with a brief response or provides standard information to customers/citizens, visitors, callers, supervisors, or other employees, i.e., directs people to offices, answers the telephone and conveys summary of instructions or results to other staff members.
- Incumbent interviews or discusses detailed information with customers, citizens, or employees face to face or over the phone.
- Incumbent interviews or discusses detailed information, frequently involving customer/citizen problems or complaints, either face to face or over the phone.
- Incumbent delivers informational speeches, reports, and orientation before audiences and groups that include people who are not organizational employees.
- Incumbent delivers presentations regarding potentially controversial issues, i.e., budget presentations, citizen group presentations.
- Incumbent negotiates with outsiders in sensitive and complex situations, i.e., conduct negotiations, settle litigations.

RESPONSIBILITIES – USUAL CONSEQUENCE OF ERROR

Place an X next to one statement that describes the effects of errors in your work.

- Errors are readily detected and corrected through supervisory review or by other means, or are tolerable whenever and wherever discovered. Consequences are localized and limited to loss of time or comparable minor adverse effects.

- Errors are not immediately apparent through supervisory review, but are revealed through adverse effects on subsequent operations. Errors usually result in loss of time in other organizational units, substantial inconvenience to the public or substantial discomfort to patients, embarrassment to employing organization, or comparable significant adverse effects.
- Errors are not subject to supervisory review or other kinds of checking. Errors usually result in delays, waste of materials, and damage to equipment that are of substantial magnitude.

RESPONSIBILITIES – OPPORTUNITY TO MAKE CHOICES

Place an X next to one statement to indicate the opportunity of making choices.

- Individual has little or no opportunity to make choices in carrying out routine or recurring assignments or tasks.
- Individual makes choices and takes actions in performing a variety of relatively standardized assignments or tasks.
- Individual makes choices and decisions and acts on varied non-standardized, non-routine assignments or tasks.

RESPONSIBILITIES – EXTENT OF SUPERVISORY PARTICIPATION AND CONTROL OVER WORK

Place an X next to one statement to indicate how the work is assigned to you by your supervisor.

- Supervisor gives detailed instruction before, during and after tasks or duty begins and remains in direct observation while checking and verifying work in process. A close and complete review of work upon completion is performed.
- Supervisor performs quality and accuracy verification during the critical phases of the work process. Work is reviewed upon completion.
- Completed work is reviewed, prior instructions may include new or unusual tasks; and review of work may include occasional spot checks for compliance with procedural requirements.

RESPONSIBILITIES – NATURE OF INSTRUCTIONS, GUIDELINES, AND REQUIRED JUDGMENT

Place an X next to all the statements that describe the extent of supervisory control and review.

- Work involves detailed instructions requiring little or no judgment.
- Work involves standardized practices, procedures, or general instructions. Work requires some analysis and judgment; or selection of applicable methods and procedures.
- Work is covered by general policies, procedures, and precedents; or, incumbent must take the initiative in planning and layout of work requiring analysis, adaptive thinking, and considerable judgment.

PERSONAL WORK RELATIONSHIPS – PURPOSE AND NATURE OF REQUIRED CONTACTS

Place an X next to all the statements that describe the job-related communication required in your job. For those marked, indicate with an X whether it is daily, weekly, or monthly.

- Cooperative work relationships are incidental to purpose of the work. e.g., giving and receiving factual information about work.
 ___ daily ___ weekly ___ monthly
- Person-to-person work relationships with explanation of interpretation of what is required in order to render service, carry out policies and maintain coordination.
 daily ___ weekly ___ monthly
- Person-to-person work relationships where non-routine cooperative problem solving is involved, or where gaining concurrence or cooperation is required through discussion and persuasion.
 daily ___ weekly ___ monthly

PERSONAL WORK RELATIONSHIPS – NATURE OF PERSONS CONTACTED IN PERSON OR BY PHONE

Place an X next to all the statements that reflect the level of personal relationship.

- Contacts are with persons employed by Allen County.
- Contacts are with persons employed by other departments within Allen County.
- Contacts are with persons employed by other agencies or with the general public.

WORKING CONDITIONS – PHYSICAL EFFORT

Physical Effort/Risk

In the spaces below, please note what kind of physical effort and/or risk is required to do your job and how often it is required by checking the appropriate box.

Work Position	App.10%	30%	50%	70% or More
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Body Movements	0-20 lbs	20-40 lbs	40-60 lbs	Over 60 lbs
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	None	Some	Frequent	Very Frequent
Lifting frequency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing and/or pulling loads	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching over head	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental/Visual Effort				

This factor measures the kinds of mental stress and visual effort that is required to do your job.

	None	Some	Frequent	Very Frequent
Typing/CRT (WPM)	[]	[]	[]	[X]
Attention to detail	[]	[]	[]	[X]
Monitoring equipment	[]	[X]	[]	[]
Detailed inspection	[X]	[]	[]	[]
Transcription/proofreading	[]	[]	[]	[X]

WORKING CONDITIONS – WORK ENVIRONMENT

This factor measures the working environment for your position.

Exposure to extreme temperatures	[X]	[]	[]	[]
Dangerous equipment	[X]	[]	[]	[]
Chemicals	[X]	[]	[]	[]
Noise	[]	[]	[X]	[]
Noxious odors/fumes	[]	[X]	[]	[]

Other physical Effort/Risk Information:

[]	[]	[]	[]
[]	[]	[]	[]

ADDITIONAL INFORMATION

Please use the space below to add any other information about your position with the organization that you feel is important to understanding your role. This position requires heavy attention to detail, and the ability to multi-task many different, and complex, responsibilities. Individuals must be able to learn and adapt to many different policies and procedures while maintaining knowledgeability and needed skillsets.

STANDARD HOURS OF POSITION: 7am - 4pm (Varying schedule changes + overtime frequent)

SUPERVISOR CERTIFICATION

The following is to be completed by the immediate supervisor ONLY.

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out organizational functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

- [] As supervisor, I certify the accuracy of these statements
 [] As supervisor, I do not certify the accuracy of these statements.

Please use the space below for any comments you may have.

By signing below, I agree that the information in this Job Analysis Questionnaire is factual, to the best of my knowledge, and represents the duties and functions of the position being described.

Employee's Signature _____ Date: _____

Department Head/Elected Official's Signature _____ Date: _____



Allen County Job Description

PERMIT SPECIALIST

Department: Building

FLSA Status: Non-exempt

Classification/Level: Office Support, PG-3

Date: 09/2024

Under the direction of the Office Manager, the Permit Specialist is responsible for issuing building permits and licenses and collecting appropriate fees. This position is Covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Issues building permits and licenses while providing excellent customer service.
- Answers incoming telephone calls, responds to inquirers, and/or routes callers to the appropriate person or department.
- Assists with license renewal for contractors.
- Posts permit numbers to packets
- Calculates and collects appropriate fees.
- Maintains the cash drawer and sorts mail.
- Monitors state releases for commercial projects.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- High School Diploma or GED and at least one-year experience with computer skills, customer service, and bookkeeping
- Strong computer skills including the ability to use Microsoft Office and other job-related software
- Strong customer service skills
- Ability to use various office equipment including scanning equipment, multi-line phone and copier

PERFORMANCE EXPECTATIONS:

The Permit Specialist is responsible for issuing building permits and licenses with a focus on delivering excellent customer service. This role includes managing phone inquiries, supporting contractor license renewals, and accurately processing permit numbers and fees. Key responsibilities include maintaining the cash drawer, sorting mail, and tracking state releases for commercial projects. Strong computer proficiency, attention to detail, and effective use of office equipment are essential. The specialist must excel in multitasking and consistently demonstrate a high level of customer service, with the flexibility to work overtime when required.

RESPONSIBILITY:

The Permit Specialist requires some judgment when tracking permits for funding purposes. Errors in work will result in loss of time and is reviewed upon completion. Work requires some analysis and judgment.

PERSONAL WORK RELATIONSHIPS:

The Permit Specialist maintains frequent contact with other county employees, contractors, utility companies, other governmental agencies, and the general public regarding issuing permits and departmental policies and procedures.

WORKING CONDITIONS/PHYSICAL DEMANDS:

The Permit Specialist primarily works in an office environment, performing tasks that involve sitting for extended periods while working on a computer, answering phones, and processing paperwork. The role requires frequent use of standard office equipment such as computers, scanners, and multi-line phones. There may be occasional lifting of light objects, such as files or office supplies, generally weighing up to 20 pounds. The position also involves standing or walking briefly to handle mail or assist customers. The job demands attention to detail, focus during repetitive tasks, and the ability to handle multiple responsibilities in a sometimes fast-paced environment. Overtime may be required occasionally.

PHYSICAL REQUIREMENTS	Occasionally = 1 to 2 hours	Frequently = 3 to 4 hours	Repeatedly = 5 to 6 hours	Continuously = 7+ hours
Sitting				X
Standing		X		
Walking		X		
Fine Motor Skills			X	
Gross Motor Skills			X	
Repetitive Motions			X	
Lifting	X			
Carrying	X			
Pushing/Pulling	X			
Physical Endurance		X		

SUPERVISION:

None

LICENSING:

None

IMMEDIATE SUPERVISOR:

Office Manager

HOURS:

40 hours/week; overtime as required

EEO CATEGORY:

0906

WORKERS'S COMP CODE:

8810

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Allen County Benchmarking Project Data Summary

Title	Base 25th Percentile	TCC 25th Percentile
Permit Specialist	\$41,284	\$41,321

Base = Cash compensation paid to employees for regular job performance (i.e., hourly rate, exempt salary)

TCC (Total Cash Compensation) = Base pay plus additional cash compensation paid within a year (e.g., bonuses and other variable pay) – excludes benefits, long-term incentives, retirement plan contributions



Allen County Job Description

PERMIT SPECIALIST

Department: Building
Classification/Level: Office Support, PG-04

FLSA Status: Non-exempt
Date: 10/2025

Under the direction of the Office Manager, the Permit Specialist is responsible for assisting the public, providing guidance through the permitting process. Assist with inspection requests, issuing building permits and licenses and collecting appropriate fees. This position is Covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Issues building permits and licenses while providing excellent customer service.
- Answers incoming telephone calls, responds to inquirers, and/or routes callers to the appropriate person or department.
- Assists with license renewal for contractors.
- Posts permit numbers to packets
- Calculates and collects appropriate fees.
- Maintains the cash drawer and sorts mail.
- Monitors state releases for commercial projects.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- High School Diploma or GED and at least three-years' experience with computer skills, customer service, and bookkeeping.
- Must be eligible to be commissioned Notary Public in Indiana.
- Ability to read and understand architectural drawings.
- Strong computer skills including the ability to use Microsoft Office. Accela, GIS mapping, and other job-related software
- Ability to multi-task.
- Impeccable customer service skills.
- Understanding to read engineering reports.
- Ability to use various office equipment including scanning equipment, multi-line phone and copier

PERFORMANCE EXPECTATIONS:

The Permit Specialist is responsible for issuing building permits and licenses with a focus on delivering excellent customer service. This role includes managing phone inquiries, supporting contractor license renewals, and accurately processing permit numbers and fees. Key responsibilities include maintaining the cash drawer, sorting mail, and tracking state releases for commercial projects. Strong computer proficiency, attention to detail, and effective use of office equipment are essential. The specialist must excel in multitasking and consistently demonstrate a high level of customer service, with the flexibility to work overtime when required.

RESPONSIBILITY:

The Permit Specialist requires some judgment when tracking permits for funding purposes. Errors in work will result in loss of time and is reviewed upon completion. Work requires some analysis and judgment.

PERSONAL WORK RELATIONSHIPS:

The Permit Specialist maintains frequent contact with other county employees, contractors, utility companies, other governmental agencies, and the general public regarding issuing permits and departmental policies and procedures.

WORKING CONDITIONS/PHYSICAL DEMANDS:

The Permit Specialist primarily works in an office environment, performing tasks that involve sitting for extended periods while working on a computer, answering phones, and processing paperwork. The role requires frequent use of standard office equipment such as computers, scanners, and multi-line phones. There may be occasional lifting of light objects, such as files or office supplies, generally weighing up to 20 pounds. The position also involves standing or walking briefly to handle mail or assist customers. The job demands attention to detail, focus during repetitive tasks, and the ability to handle multiple responsibilities in a sometimes fast-paced environment. Overtime may be required occasionally.

PHYSICAL REQUIREMENTS	Occasionally = 1 to 2 hours	Frequently = 3 to 4 hours	Repeatedly = 5 to 6 hours	Continuously = 7+ hours
Sitting				X
Standing		X		
Walking		X		
Fine Motor Skills			X	
Gross Motor Skills			X	
Repetitive Motions			X	
Lifting	X			
Carrying	X			
Pushing/Pulling	X			
Physical Endurance		X		

SUPERVISION:

None

LICENSING:

None

IMMEDIATE SUPERVISOR:

Office Manager

HOURS:

40 hours/week; overtime as required

EEO CATEGORY:

0906

WORKERS'S COMP CODE:

8810

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Position Overview

Job Title	
Department	
Employee Name (if applicable)	
Supervisor Name	
Current Classification (if applicable)	
Current Pay Grade (if applicable)	

Summary of NFP Recommendations

Classification	
Pay Grade	
Comments/Key Decision Points	

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Insurance services provided through First Person, Inc., a subsidiary of NFP Corp. (NFP). Doing business in California as First Person Insurance Solutions (License # OE 44236).

Summary of Process

Process Step	<u>Who was Involved</u>	<u>Date Submitted / Completed</u>
Job Analysis Questionnaire (JAQ)		
Desk Audit Questionnaire and Virtual Meeting with the Department		
Two NFP Team Members Independently Evaluate the Position for Classification		
Market Compensation Benchmark Completed		
Job Description is Drafted and Finalized		
Personnel Committee Presentation – Scheduled Meeting Date	Personnel Committee	

Attachments

- Job analysis questionnaire (JAQ)
- Job description
- Market compensation benchmark



Allen County
Job Evaluation System
LABOR/TRADE
ANALYSIS QUESTIONNAIRE (JAQ)

Title: Inspector.

Department: Building

Classification/Level: D6

Date: /2025 10/16/2025

GENERAL INSTRUCTIONS: The information you supply on this questionnaire will be used to draft your job description. Please read the entire questionnaire carefully before answering any questions to avoid duplicating your replies. Take time to answer each question carefully and completely. To accurately prepare a description of the duties and responsibilities of your job, it is essential that your responses be clear, concise, and thorough.

POSITION INFORMATION

(TO BE COMPLETED BY THE EMPLOYEE IN THE POSITION WITH REVIEW AND COMMENTS BY THE SUPERVISOR)

Name: Brian Wiegman

Date: 10/16/25

Job Title: Residential Structural Inspector

Phone #: 260-460-7597 Organization: Allen County (Building Department)

Department: Building Department Division: Residential Structural

Name of Immediate Supervisor: Keith Billman

Title of Immediate Supervisor: Senior Inspector

Phone # of Immediate Supervisor: 260-449-7086

Email Address of Immediate Supervisor: Keith.Billman@co.allen.in.us

GENERAL DESCRIPTION

Briefly state the general purpose of your job:

To ensure public safety and welfare by enforcing building codes and ordinances related to construction and building maintenance.

ESSENTIAL FUNCTIONS OF THE JOB

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation.


Begin by listing the duties in order of importance from most important to least important. Rate the importance of each duty or responsibility based on the following scale and estimate the overall percentage of time you devote to each duty. [Note: percentages should total 100%. Continued onto next page]

Task or Duty	% of Time
1. Perform onsite structural inspections based on the 2020 - Indiana residential Code and county Ordinances. From foundation Through Framing and Final Inspection.	60%
2. Write up and leave a passed or correction card with violation reference number and brief description including location. Type this same information into our system for record and access by contractor, Homeowner other inspectors and staff of the Building Dept.	10%
3. Communicate by Phone, text, email or in person to discuss Building Codes, violations, corrections or procedures of the Building process.	
4. Perform follow up inspections for required inspections Corrections.	3.75%
5. Review Engineered plans and drawings of projects	3.75%
6. Review Permitting for each project to ensure all permits required are in order and the scope of work on the permit matches what is being done	3.75%
7. Review that all other trade permits are passed in sequence.	3.75%

Task or Duty	% of Time
8. Calculate square footages, and Tributary areas applied to loading points, measure heights, lengths, widths spans & distances, etc.	3.75%
9. Self & Group education to keep up with Code Updates, Building techniques & trends, hardware, Engineered products, and Building Materials.	3.75%
10. Help Help resolve permitting Issues.	3.75%
11. 24 Hour on call responsibilities respond to Structure fires, vehicle strikes into Buildings, Building explosions & collapse. Assess Structure and take appropriate action.	3.75%

JOB REQUIREMENTS:

List any SPECIALIZED knowledge, abilities, and skills required to perform the tasks/duties effectively, i.e., budgeting, diesel mechanics, CAD, urban planning, payroll. Indicate how this is applied or used in your work.

Knowledge, Skill, Ability	How Applied
General Construction Knowledge	Daily
Building Product Knowledge	
Calculations - Basic for Tributary area, square footage, distances spans etc.	
Typing	
General Knowledge of Computer use	
Ability to read Building Plans "Blueprints"	
Knowledge of Building Code	
Ability to read and comprehend Engineer letters & drawings	

List all major equipment and computer systems you typically use or handle to perform your job tasks/duties, i.e., truck, car, hand and power tools, lab equipment, computer software programs.

Car, computer / Ipad, Smart Phone, calculator, Tape measure
 Microsoft office Suite programs, Accella, email

Place an X next to one statement to indicate the MINIMUM level of education required to perform this job. NOTE: This may well be less than your own particular educational level.

- High school diploma or equivalent
- Specialized training beyond high school normally gained in a program of less than 18 months' duration.
Please specify type of training required: Vocational School - Home Building
- Degree, diploma, or certification with time requirements of greater than two years but less than four years.
- Associates degree (two year degree) or certification program of comparable length. Please outline specific certification: _____
- Bachelor's degree gained through a 4 year college / university academic program
Please specify: _____
- At least a Masters degree, or equivalent formal training in area of specialization directly related to work performed. Please specify area of concentration:
I had 30+ years experience in the construction industry

Place an X next to one statement to indicate the minimum amount of total related experience an employee must have prior to starting this job. Assume the employee has the appropriate level of formal education indicated in the previous section.

- No related experience required
- Less than 1 year
- More than 1 year
- At least 3 years
- At least 5 years
- More than 8 years

Please specify: _____

List below any type of certification, licenses, or registration required for you to perform your job. NOTE: A valid driver's license should only be listed if driving is a part of your job.

Certification required: Inspector

License required: Drivers, Contractors

Registration required: Indiana Association of Building Officials

JOB REQUIREMENTS (NATURE AND LEVEL OF KNOWLEDGE)

Place an X next to one statement that best describes the level of knowledge required in your job.

- Individual possesses ability to follow simple oral instructions and understands general work processes, as well as has practical knowledge of use of hand tools.
- Individual possesses ability to read and write at an elementary level and understand work processes, as well as methods and use of equipment and machinery.
- Individual possesses thorough knowledge of one trade or working knowledge of a variety of trades; has the ability to interpret work instructions and other technical guides; read blueprints; has practical knowledge of tools, machinery, and equipment; and possesses some work planning and layout, as well as practical shop mathematics.
- Individual possesses ability to use memory, judgment and ingenuity in planning and layout work; possess skills in using a variety of equipment and machinery; possesses experience planning and laying out work; has practical knowledge of variety of related skills including shop mathematics to level of geometry and trigonometry.

JOB REQUIREMENTS (KIND AND AMOUNT OF SKILL)

Place an X next to all statements, which describes the level of skill required for your job.

- Work consists of simple repetitive tasks and operations.
- Work consists of moderately complex, relatively standardized tasks, processes or operations.
- Work consists of complex, varied, standardized tasks, processes or operations.
- Work consists of highly complex, varied, non-standardized tasks, processes or operations.
Every job is different

RESPONSIBILITIES – EXTENT OF SUPERVISORY PARTICIPATION AND CONTROL OVER WORK

Place an X next to one statement that describes the effects of errors in your work.

- Supervisor gives complete and specific instruction on assignments. Work is performed under close supervision and there is no authority to deviate from the instructions given.
- Work is performed under moderate supervision. Instructions are relatively complete. Incumbent applies knowledge of technical manuals and work precedents and recommends or requests deviations from general instructions when necessary.
Kind of Between these two
- Incumbent works with considerable independence from supervisory controls. Instructions are general. Technical manuals and work precedents may be modified to be practically applied. Incumbent has authority to deviate from instructions with prior approval and make decisions and judgments affecting quality and adequacy of work.

RESPONSIBILITIES – SCOPE OF WORK

Place an X next to one statement that describes the scope of your work.

- Incumbent works on only a portion of an operation which is part of a work process.
- Incumbent works on an operation which is part of a total work process, with little planning and layout responsibilities.
- Incumbent works on a total work process with responsibility for planning and layout. Advises others on practical aspects of work sequences and techniques.

RESPONSIBILITIES – OPPORTUNITY TO MAKE CHOICES

Place an X next to one statement to indicate the opportunity of making choices.

- Has little or no opportunity to make choices in carrying out routine or recurring assignments or tasks.
- Makes choices and takes actions in performing a variety of relatively standardized assignments or tasks.
- Makes choices and decisions and acts on varied non-standardized, non-routine assignments or tasks.

RESPONSIBILITIES – COMPLEXITY OF WORK

Place an X next to all the statements that describe the level of complexity for the position.

- Work involves simple, repetitive action and simple work sequences. Requires a low degree of accuracy and a low degree of care and skill to prevent damage to tools.
- Work involves moderately complex, involved in relatively varied tasks. A moderate degree of care and skill is required to protect tools, materials, and prevent injury to others.
- Incumbent is responsible for a variety of different operations to complete assignments. A high degree of accuracy is required to protect tools and materials and to prevent injury to others.

PERSONAL WORK RELATIONSHIPS – NATURE OF PERSONS CONTACTED IN PERSON OR BY PHONE

- Contacts are with persons employed by the same agency.
- Contacts are with persons employed by other agencies or with the public.
- Contacts are with supervisors or officials who have significant impact on programs or policies or incumbent's work has significant impact on programs or policies or the organization.

PHYSICAL EFFORT – NATURE AND DEGREE

Place an X next to all the statements that describe the nature and degree of physical effort for the position.

- Effort involves light lifting of tools, objects and working material, or light pushing and pulling, and/or normal visual or hearing acuity. Normally performs job in seated or standing position.
- Effort involves moderate lifting, pushing, pulling, reaching and/or more than normal visual or hearing acuity required for precision work. Performs in an abnormal sitting or standing position. Manual dexterity moderate.
- Effort involves heavy lifting, pushing or pulling, and excessive crouching, stooping, or lying in prone position and/or involves intense strain on sight or hearing. Performs usually in a non-sitting position. High manual dexterity may be required.

PHYSICAL EFFORT – FREQUENCY AND DURATION

Place an X next to all the statements that describe the frequency and duration of physical effort for the position.

- Effort is exerted for short periods of time. Strain is not prolonged.
- Effort is exerted regularly for sustained periods. Strain may be intense for frequent or moderate duration.
- Effort is prolonged and frequent. Strain may be extended in duration.

WORKING CONDITIONS – HAZARD/INJURY

Place an X next to all the statements that describe the hazard and/or injury associated with this position.

- Minimum hazardous working conditions.
- Occasional exposure to hazardous work conditions (noise, fumes, height, slippery, vibration, moving parts).
- Daily involvement with work that involves chance of major injury or loss of life.

WORKING CONDITIONS – EXPOSURE TO ENVIRONMENT

Place an X next to all the statements that describe the exposure to the environment associated with this position.

- Adequate working conditions with at least minimum environmental conditions to assure the health, safety, and comfort of the workers.

Moderate exposure to dust, grease, temperature, noise, inadequate lighting, inclement weather, etc. May work where safety or health may be a factor.

Prolonged and frequent exposure to dust, grease, extreme temperature, or severe outdoor weather conditions. Exposure to unfavorable health or safety conditions frequently present.

WORKING CONDITIONS – PHYSICAL EFFORT

Physical Effort/Risk

In the spaces below, please note what kind of physical effort and/or risk is required to do your job and how often it is required by checking the appropriate box.

Work Position	0 - 10%	10 - 30%	30 - 60%	60 - 90%	90-100%
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Body Movements	0-30 lbs	31-60 lbs	61-90 lbs	Over 90 lbs
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	0 - 10%	10 - 30%	30 - 60%	60 - 90%	90 - 100%
Lifting frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing:					
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching:					
Parallel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand:					
Repetitive motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finger Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This factor measures the kinds of mental stress and visual effort that is required to do your job.

	0 – 10%	10 – 30%	30 – 60%	60 – 90%	90 – 100%
Typing/CRT	[]	[]	[]	[X]	[]
Color distinction	[]	[]	[X]	[]	[]
Attention to detail	[]	[]	[]	[]	[X]
Visual inspection	[]	[]	[]	[]	[X]
Measure/assemble					
close to eye	[]	[]	[]	[X]	[]
Eye/hand coordination	[]	[]	[]	[X]	[]
Writing	[]	[]	[]	[X]	[]
Reading	[]	[]	[]	[X]	[]
Hearing	[]	[]	[]	[X]	[]
Speaking	[]	[]	[]	[X]	[]

WORKING CONDITIONS – WORK ENVIRONMENT

	0 – 10%	10 – 30%	30 – 60%	60 – 90%	90 – 100%
Exposure to temperature					
Extremes:					
Inside	[]	[]	[]	[]	[X]
Outside	[]	[]	[]	[]	[X]
Hazard conditions:					
Dust	[]	[]	[]	[X]	[]
Fumes	[]	[]	[]	[]	[]
Chemicals	[]	[]	[]	[]	[]
Gases	[]	[]	[]	[]	[]
Dangerous equipment	[]	[]	[]	[X]	[]
Infections					
Disease	[]	[]	[]	[]	[]
Bodily fluids	[]	[]	[]	[]	[]
Extreme Noise	[]	[]	[]	[X]	[]
Electrical Hazard	[]	[X]	[]	[]	[]
Driving:					
Car/Std Truck	[]	[]	[]	[]	[X]
Heavy truck	[]	[]	[]	[]	[]
Manual/auto shift	[]	[]	[]	[]	[]
Mower	[]	[]	[]	[]	[]
Forklift	[]	[]	[]	[]	[]
Heavy Equipment	[]	[]	[]	[]	[]
Location:					
Fall Hazard	[]	[]	[]	[X]	[]
Confined Spaces	[]	[]	[X]	[]	[]
Underground	[]	[]	[]	[]	[]
Standard Office	[]	[X]	[]	[]	[]

0 – 10% 10 – 30% 30 – 60% 60 – 90% 90 – 100%

Lighting:

Daylight	[]	[]	[]	[]	[X]
Night	[]	[]	[]	[]	[X]
Low lighting	[]	[]	[]	[]	[X]
Intense lighting	[]	[X]	[]	[]	[]

Other physical Effort/Risk Information:

[]	[]	[]	[]	[]
[]	[]	[]	[]	[]

ADDITIONAL INFORMATION

Please use the space below to add any other information about your position with the organization that you feel is important to understanding your role.

See # 11 under essential functions

STANDARD HOURS OF POSITION: 40

SUPERVISOR CERTIFICATION

The following is to be completed by the immediate supervisor ONLY.

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out organizational functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

- As supervisor, I certify the accuracy of these statements
- As supervisor, I do not certify the accuracy of these statements.

Please use the space below for any comments you may have.

By signing below, I agree that the information in this Job Analysis Questionnaire is factual, to the best of my knowledge, and represents the duties and functions of the position being described.

Employee's Signature [Signature] Date: 10/16/25

Department Head/Elected Official's Signature [Signature] Date: 10-17-25

Allen County Benchmarking Project Data Summary

Title	Base 25th Percentile	TCC 25th Percentile
Residential Building Inspector	\$54,716	\$54,716

Base = Cash compensation paid to employees for regular job performance (i.e., hourly rate, exempt salary)

TCC (Total Cash Compensation) = Base pay plus additional cash compensation paid within a year (e.g., bonuses and other variable pay) – excludes benefits, long-term incentives, retirement plan contributions



Allen County Job Description

RESIDENTIAL BUILDING INSPECTOR

Department: Building
Classification/Level: Labor, PG-07

FLSA Status: Non-exempt
Date: 11/2025

Under the direction of the Senior Housing Inspector, the Residential Building Inspector performs inspections for new construction, remodels and renovations of residential buildings and ensures compliance with State building codes. This position is covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Performs field inspections of Residential Projects for compliance with building codes and design requirements, issuing notice of violation and/or corrective action if necessary.
- Responsible for working with contractors, designers and owners regarding code requirements, including explanation, gaining cooperation and compliance for all corrections and violations.
- Reviews routing requests and prepares reports of inspection findings, complaints and follow-up visits.
- Receives, investigates and resolves special complaints/problems concerning residential buildings and structures.
- Performs follow-up inspections of sites in violation of codes to determine if compliance has been met.
- Responsible for interpreting, understanding and explaining all pertinent information concerning residential building and structure requirements including Local and State codes.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- High School Diploma or GED and eight years of experience as a licensed contractor for residential construction work
- Valid Allen County Contractors License **or** Valid Inspector Certification **or** equivalent from another jurisdiction as a contractor
- Availability to be on call 24 hours for 2 weeks per year after the probationary period
- Valid Driver's License to perform field inspections utilizing a county vehicle
- Ability to understand and communicate residential building codes to contractors and owners
- Basic computer and typing skills
- Basic math and measuring skills using tape measures and levels
- Ability to understand and communicate building codes to contractors and owners
- Basic computer and typing skills including the ability to use Microsoft Office and other job related software
- Basic math and measuring skills using tape measures and levels
- Ability to read and interpret blueprints and maps
- Thorough knowledge of housing codes and related construction materials, practices and procedures

PERFORMANCE EXPECTATIONS:

The Residential Building Inspector is responsible for performing accurate field inspections of residential construction projects to ensure compliance with State and Local building codes. This role involves maintaining detailed records and

PERFORMANCE EXPECTATIONS (Continued):

providing clear guidance on code requirements, using sound judgment to apply relevant guidelines, particularly when investigating complaints. Strong communication and technical skills are crucial for interpreting complex codes and resolving issues. Additionally, the inspector must hold a valid license, be available for on-call duties, and handle all tasks with professionalism and accuracy.

RESPONSIBILITY:

The Residential Building Inspector provides substantial contributions when providing explanation and guidelines of state and local codes. Deviations from guidelines must be referred to the supervisor. Work is reviewed for soundness of judgment and conclusions.

PERSONAL WORK RELATIONSHIPS:

The Residential Building Inspector maintains frequent communication with other county employees, other county and government agencies, contractors, and the general public when conducting inspections and explaining, interpreting and enforcing codes.

WORKING CONDITIONS/PHYSICAL DEMANDS:

The Residential Building Inspector performs field inspections, exposed to various weather conditions and physical hazards normally associated with construction sites and other inspection areas. Frequent typing, attention to detail, monitoring equipment, detailed inspection, and transcription/proofreading are required. The Residential Building Inspector performs work that requires lifting, reaching over head, kneeling, and climbing ladders with frequent bending, walking on uneven surfaces, and exposure to noise and dangerous equipment.

- Frequent standing and walking on uneven surfaces.
- Regular detailed inspections requiring frequent typing and attention to detail.
- Includes bending, kneeling, climbing ladders, and reaching overhead, with occasional lifting and carrying moderate weights.

The description below outlines the physical requirements specific to the Residential Building Inspector’s role:

PHYSICAL REQUIREMENTS	Occasionally = 1 to 2 hours	Frequently = 3 to 4 hours	Repeatedly = 5 to 6 hours	Continuously = 7+ hours
Sitting	X			
Standing		X		
Walking		X		
Fine Motor Skills		X		
Gross Motor Skills		X		
Repetitive Motions		X		
Lifting	X			
Carrying	X			
Pushing/Pulling	X			
Physical Endurance			X	

SUPERVISION:

None

LICENSING:

Valid Allen County Contractors License or Valid Inspector Certification or equivalent from another jurisdiction as a contractor

Valid Driver’s License to perform field inspections utilizing a county vehicle

IMMEDIATE SUPERVISOR:

Senior Housing Inspector

HOURS:

40 hours per week; overtime as needed

EEO CATEGORY:

0903

WORKERS'S COMP CODE:

9410

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Position Overview

Job Title	
Department	
Employee Name (if applicable)	
Supervisor Name	
Current Classification (if applicable)	
Current Pay Grade (if applicable)	

Summary of NFP Recommendations

Classification	
Pay Grade	
Comments/Key Decision Points	

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Insurance services provided through First Person, Inc., a subsidiary of NFP Corp. (NFP). Doing business in California as First Person Insurance Solutions (License # OE 44236).

Summary of Process

Process Step	<u>Who was Involved</u>	<u>Date Submitted / Completed</u>
Job Analysis Questionnaire (JAQ)		
Desk Audit Questionnaire and Virtual Meeting with the Department		
Two NFP Team Members Independently Evaluate the Position for Classification		
Market Compensation Benchmark Completed		
Job Description is Drafted and Finalized		
Personnel Committee Presentation – Scheduled Meeting Date	Personnel Committee	

Attachments

- Job analysis questionnaire (JAQ)
- Job description
- Market compensation benchmark



Allen County
Job Evaluation System
LABOR/TRADE
ANALYSIS QUESTIONNAIRE (JAQ)

Title:
Department:

Classification/Level:
Date: /2025

GENERAL INSTRUCTIONS: The information you supply on this questionnaire will be used to draft your job description. Please read the entire questionnaire carefully before answering any questions to avoid duplicating your replies. Take time to answer each question carefully and completely. To accurately prepare a description of the duties and responsibilities of your job, it is essential that your responses be clear, concise, and thorough.

POSITION INFORMATION

(TO BE COMPLETED BY THE EMPLOYEE IN THE POSITION WITH REVIEW AND COMMENTS BY THE SUPERVISOR)

Name: Bill Stephens Date: 8-13-2025

Job Title: Senior Plumbing Inspector

Phone #: 260-449-7598 Organization: _____

Department: Bldg. Dept. Division: _____

Name of Immediate Supervisor: George Smith

Title of Immediate Supervisor: Assistant Commissioner

Phone # of Immediate Supervisor: 260-449-7574

Email Address of Immediate Supervisor: george.smith@co.allen.in.us

GENERAL DESCRIPTION

Briefly state the general purpose of your job: Code enforcement

ESSENTIAL FUNCTIONS OF THE JOB

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation.

Begin by listing the duties in order of importance from most important to least important. Rate the importance of each duty or responsibility based on the following scale and estimate the overall percentage of time you devote to each duty. [Note: percentages should total 100%. Continued onto next page]

Task or Duty	% of Time
1. Plumbing Code Interpretation And Enforcement	60%
2. Handicap Code Enforcement	20%
3. Returning Phone calls And Meeting Contractors/ Owners with Questions on Code	20%
4.	
5.	
6.	
7.	

Task or Duty	% of Time
8.	
9.	
10.	

JOB REQUIREMENTS:

List any SPECIALIZED knowledge, abilities, and skills required to perform the tasks/duties effectively, i.e., budgeting, diesel mechanics, CAD, urban planning, payroll. Indicate how this is applied or used in your work.

Knowledge, Skill, Ability	How Applied
---------------------------	-------------

plumbing Contractor license

Knowledge of Trade

Knowledge of both Residential
and Commercial Plumbing Codes

Knowledge of Handbook codes

Knowledge of Combustion Air Requirements
and Water Heaters

Knowledge of figuring of DFU's
Requirements

Daily in code
enforcement

List all major equipment and computer systems you typically use or handle to perform your job tasks/duties, i.e., truck, car, hand and power tools, lab equipment, computer software programs.

Accela on IPAD

Place an X next to one statement to indicate the MINIMUM level of education required to perform this job. NOTE: This may well be less than your own particular educational level.

- High school diploma or equivalent
- Specialized training beyond high school normally gained in a program of less than 18 months' duration.
Please specify type of training required: _____
- Degree, diploma, or certification with time requirements of greater than two years but less than four years.
- Associates degree (two year degree) or certification program of comparable length. Please outline specific certification: _____
- Bachelor's degree gained through a 4 year college / university academic program
Please specify: _____
- At least a Masters degree, or equivalent formal training in area of specialization directly related to work performed. Please specify area of concentration:

Place an X next to one statement to indicate the minimum amount of total related experience an employee must have prior to starting this job. Assume the employee has the appropriate level of formal education indicated in the previous section.

- No related experience required
- Less than 1 year
- More than 1 year
- At least 3 years
- At least 5 years
- More than 8 years

Please specify: _____

List below any type of certification, licenses, or registration required for you to perform your job. NOTE: A valid driver's license should only be listed if driving is a part of your job.

Certification required:

License required: *Plumbing Contractors License, Drivers License*

Registration required:

JOB REQUIREMENTS (NATURE AND LEVEL OF KNOWLEDGE)

Place an X next to one statement that best describes the level of knowledge required in your job.

- Individual possesses ability to follow simple oral instructions and understands general work processes, as well as has practical knowledge of use of hand tools.
- Individual possesses ability to read and write at an elementary level and understand work processes, as well as methods and use of equipment and machinery.
- Individual possesses thorough knowledge of one trade or working knowledge of a variety of trades; has the ability to interpret work instructions and other technical guides; read blueprints; has practical knowledge of tools, machinery, and equipment; and possesses some work planning and layout, as well as practical shop mathematics.
- Individual possesses ability to use memory, judgment and ingenuity in planning and layout work; possess skills in using a variety of equipment and machinery; possesses experience planning and laying out work; has practical knowledge of variety of related skills including shop mathematics to level of geometry and trigonometry.

JOB REQUIREMENTS (KIND AND AMOUNT OF SKILL)

Place an X next to all statements, which describes the level of skill required for your job.

- Work consists of simple repetitive tasks and operations.
- Work consists of moderately complex, relatively standardized tasks, processes or operations.
- Work consists of complex, varied, standardized tasks, processes or operations.
- Work consists of highly complex, varied, non-standardized tasks, processes or operations.

RESPONSIBILITIES – EXTENT OF SUPERVISORY PARTICIPATION AND CONTROL OVER WORK

Place an X next to one statement that describes the effects of errors in your work.

- Supervisor gives complete and specific instruction on assignments. Work is performed under close supervision and there is no authority to deviate from the instructions given.
- Work is performed under moderate supervision. Instructions are relatively complete. Incumbent applies knowledge of technical manuals and work precedents and recommends or requests deviations from general instructions when necessary.
- Incumbent works with considerable independence from supervisory controls. Instructions are general. Technical manuals and work precedents may be modified to be practically applied. Incumbent has authority to deviate from instructions with prior approval and make decisions and judgments affecting quality and adequacy of work.

RESPONSIBILITIES – SCOPE OF WORK

Place an X next to one statement that describes the scope of your work.

- Incumbent works on only a portion of an operation which is part of a work process.
- Incumbent works on an operation which is part of a total work process, with little planning and layout responsibilities.
- Incumbent works on a total work process with responsibility for planning and layout. Advises others on practical aspects of work sequences and techniques.

RESPONSIBILITIES – OPPORTUNITY TO MAKE CHOICES

Place an X next to one statement to indicate the opportunity of making choices.

- Has little or no opportunity to make choices in carrying out routine or recurring assignments or tasks.
- Makes choices and takes actions in performing a variety of relatively standardized assignments or tasks.
- Makes choices and decisions and acts on varied non-standardized, non-routine assignments or tasks.

RESPONSIBILITIES – COMPLEXITY OF WORK

Place an X next to all the statements that describe the level of complexity for the position.

- Work involves simple, repetitive action and simple work sequences. Requires a low degree of accuracy and a low degree of care and skill to prevent damage to tools.
- Work involves moderately complex, involved in relatively varied tasks. A moderate degree of care and skill is required to protect tools, materials, and prevent injury to others.
- Incumbent is responsible for a variety of different operations to complete assignments. A high degree of accuracy is required to protect tools and materials and to prevent injury to others.

PERSONAL WORK RELATIONSHIPS – NATURE OF PERSONS CONTACTED IN PERSON OR BY PHONE

- Contacts are with persons employed by the same agency.
- Contacts are with persons employed by other agencies or with the public.
- Contacts are with supervisors or officials who have significant impact on programs or policies or incumbent's work has significant impact on programs or policies or the organization.

PHYSICAL EFFORT – NATURE AND DEGREE

Place an X next to all the statements that describe the nature and degree of physical effort for the position.

- Effort involves light lifting of tools, objects and working material, or light pushing and pulling, and/or normal visual or hearing acuity. Normally performs job in seated or standing position.
- Effort involves moderate lifting, pushing, pulling, reaching and/or more than normal visual or hearing acuity required for precision work. Performs in an abnormal sitting or standing position. Manual dexterity moderate.
- Effort involves heavy lifting, pushing or pulling, and excessive crouching, stooping, or lying in prone position and/or involves intense strain on sight or hearing. Performs usually in a non-sitting position. High manual dexterity may be required.

PHYSICAL EFFORT – FREQUENCY AND DURATION

Place an X next to all the statements that describe the frequency and duration of physical effort for the position.

- Effort is exerted for short periods of time. Strain is not prolonged.
- Effort is exerted regularly for sustained periods. Strain may be intense for frequent or moderate duration.
- Effort is prolonged and frequent. Strain may be extended in duration.

WORKING CONDITIONS – HAZARD/INJURY

Place an X next to all the statements that describe the hazard and/or injury associated with this position.

- Minimum hazardous working conditions.
- Occasional exposure to hazardous work conditions (noise, fumes, height, slippery, vibration, moving parts).
- Daily involvement with work that involves chance of major injury or loss of life.

WORKING CONDITIONS – EXPOSURE TO ENVIRONMENT

Place an X next to all the statements that describe the exposure to the environment associated with this position.

- Adequate working conditions with at least minimum environmental conditions to assure the health, safety, and comfort of the workers.

Moderate exposure to dust, grease, temperature, noise, inadequate lighting, inclement weather, etc. May work where safety or health may be a factor.

Prolonged and frequent exposure to dust, grease, extreme temperature, or severe outdoor weather conditions. Exposure to unfavorable health or safety conditions frequently present.

WORKING CONDITIONS – PHYSICAL EFFORT

Physical Effort/Risk

In the spaces below, please note what kind of physical effort and/or risk is required to do your job and how often it is required by checking the appropriate box.

Work Position	0 - 10%	10 - 30%	30 - 60%	60 - 90%	90-100%
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Body Movements	0-30 lbs	31-60 lbs	61-90 lbs	Over 90 lbs
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	0 - 10%	10 - 30%	30 - 60%	60 - 90%	90 - 100%
Lifting frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing:					
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching:					
Parallel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hand:					
Repetitive motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Holding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finger Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This factor measures the kinds of mental stress and visual effort that is required to do your job.

	0 – 10%	10 – 30%	30 – 60%	60 – 90%	90 – 100%
Typing/CRT	[]	[]	[]	[]	[X]
Color distinction	[]	[]	[]	[]	[X]
Attention to detail	[]	[]	[]	[]	[X]
Visual inspection	[]	[]	[]	[]	[X]
Measure/assemble close to eye	[]	[]	[]	[]	[X]
Eye/hand coordination	[]	[]	[]	[]	[X]
Writing	[]	[]	[]	[]	[X]
Reading	[]	[]	[]	[]	[X]
Hearing	[]	[]	[]	[]	[X]
Speaking	[]	[]	[]	[]	[X]

WORKING CONDITIONS – WORK ENVIRONMENT

	0 – 10%	10 – 30%	30 – 60%	60 – 90%	90 – 100%
Exposure to temperature Extremes:					
Inside	[]	[]	[]	[X]	[]
Outside	[]	[]	[]	[X]	[]
Hazard conditions:					
Dust	[]	[]	[]	[X]	[]
Fumes	[]	[]	[]	[X]	[]
Chemicals	[]	[]	[]	[X]	[]
Gases	[]	[]	[]	[X]	[]
Dangerous equipment	[]	[]	[X]	[]	[]
Infections Disease	[]	[]	[X]	[]	[]
Bodily fluids	[]	[]	[X]	[]	[]
Extreme Noise	[]	[]	[]	[X]	[]
Electrical Hazard	[]	[]	[X]	[]	[]
Driving:					
Car/Std Truck	[]	[]	[]	[]	[X]
Heavy truck	[X]	[]	[]	[]	[]
Manual/auto shift	[]	[]	[]	[]	[X]
Mower	[X]	[]	[]	[]	[]
Forklift	[X]	[]	[]	[]	[]
Heavy Equipment	[X]	[]	[]	[]	[]
Location:					
Fall Hazard	[]	[]	[]	[]	[X]
Confined Spaces	[]	[]	[X]	[]	[]
Underground	[]	[X]	[]	[]	[]
Standard Office	[X]	[]	[]	[]	[]

0 – 10% 10 – 30% 30 – 60% 60 – 90% 90 – 100%

Lighting:

Daylight	[]	[]	[]	[X]	[]
Night	[X]	[]	[]	[]	[]
Low lighting	[]	[]	[X]	[]	[]
Intense lighting	[]	[X]	[]	[]	[]

Other physical Effort/Risk Information:

[]	[]	[]	[]	[]
[]	[]	[]	[]	[]

ADDITIONAL INFORMATION

Please use the space below to add any other information about your position with the organization that you feel is important to understanding your role.

STANDARD HOURS OF POSITION: 40

SUPERVISOR CERTIFICATION

The following is to be completed by the immediate supervisor ONLY.

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out organizational functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

- [] As supervisor, I certify the accuracy of these statements
- [] As supervisor, I do not certify the accuracy of these statements.

Please use the space below for any comments you may have.

By signing below, I agree that the information in this Job Analysis Questionnaire is factual, to the best of my knowledge, and represents the duties and functions of the position being described.

Employee's Signature Billy R. Smith Date: _____

Department Head/Elected Official's Signature _____ Date: _____



Allen County Job Description

SENIOR PLUMBING INSPECTOR

Department: Building

FLSA Status: Non-exempt

Classification/Level: Labor, PG-07

Date: 4/2023

Under the direction of the Assistant Building Commissioner, the Senior Plumbing Inspector is responsible for overseeing schedules and projects within the division and for supervising the Plumbing Division employees. This position is at-will and not covered by the due process portions of The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Performs plumbing inspections on commercial and residential projects.
- Supervises staff within the Plumbing Division including training, scheduling, assisting in code interpretation and helping with complicated inspections.
- Responsible for working with contractors, designers and owners regarding code requirements, including providing explanation and gaining cooperation and compliance for all corrections and violations.
- Replies to questions and phone calls from the general public about plumbing code or inspection questions.
- Reviews and approves permits for construction and/or installation of plumbing systems, ensuring compliance with all applicable rules and regulations.
- Receives, investigates, and resolves special complaints and/or problems concerning plumbing systems.
- Performs follow-up inspections, of sites in violation of codes, to determine if compliance has been met.
- Responsible for interpreting, understanding and explaining all pertinent information concerning plumbing installation and construction requirements, including local and state codes.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- High School Diploma or GED with more than ten years of experience as a licensed plumber
- Possess a valid Allen County Contractors License or equivalent from another jurisdiction as a Plumbing Contractor which requires a minimum of four years as a plumbing apprentice, four years as a plumbing journeyman, and a State of Indiana Plumbing License
- Valid Driver's License to perform field inspections utilizing a county vehicle
- Valid Inspector Certification within one year of employment
- Thorough knowledge of state plumbing codes and construction processes gained through experience of working in the field as a plumbing contractor
- Ability to understand and communicate the application of plumbing codes to contractors and owners as well as mediate difficult situations between clients and staff related to project requirements
- Basic computer and typing skills in order to document inspections into computer system
- Basic math and measuring skills with the ability to use tape measures, dials, gauges and other job related tools

DIFFICULTY OF WORK:

The Senior Plumbing Inspector performs work that is of substantial intricacy when performing inspections in accordance with state and local codes. Judgment is needed to effectively train inspectors and enforce and interpret codes.

RESPONSIBILITY:

The Senior Plumbing Inspector provides substantial contribution when resolving difficult complaints and problems. Work is reviewed for soundness of judgment and conclusions.

PERSONAL WORK RELATIONSHIPS:

The Senior Plumbing Inspector maintains frequent contact with other county employees, officials from other county and governmental agencies, contractors, and the general public when explaining, interpreting, and enforcing codes.

WORKING CONDITIONS:

The Senior Plumbing Inspector works both in the office and in the field where frequent exposure to various weather conditions and physical hazards associated with construction sites and other inspection areas are to be expected. Frequent typing, attention to detail, monitoring equipment, detailed inspection, and transcription/proofreading are required. The Senior Plumbing Inspector performs work that requires some lifting, reaching over head, kneeling and climbing ladders and frequent bending and walking on uneven surfaces.

SUPERVISION:

The Senior Plumbing Inspector is responsible for supervising the work of two subordinate non-supervisory employees, including training, assigning work, recommending discipline, and evaluating performance.

LICENSING:

Valid Allen County Contractors License or equivalent from another jurisdiction as a plumbing contractor which requires a minimum of four years as a plumbing apprentice, four years as a plumbing journeyman and a State of Indiana Plumbing License

Valid Inspector Certification within one year of employment

Valid Driver’s License to perform field inspections utilizing a county vehicle

IMMEDIATE SUPERVISOR:

Assistant Building Commissioner

HOURS:

37.5 hours/week; overtime as needed

EEO CATEGORY:

0903

WORKERS’S COMP CODE:

9410

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Allen County Benchmarking Project Data Summary

Title	Base 25th Percentile	TCC 25th Percentile
Sr. Plumbing Inspector	\$56,173	\$56,317

Base = Cash compensation paid to employees for regular job performance (i.e., hourly rate, exempt salary)

TCC (Total Cash Compensation) = Base pay plus additional cash compensation paid within a year (e.g., bonuses and other variable pay) – excludes benefits, long-term incentives, retirement plan contributions

**Amended Salary Ordinance
2026**

Consideration of a salary ordinance amending the pay for employees within the budget of Building Department. All Building Department funds 2901-424.

Title	Approp	Classification	Pay
		From/To	From/To
Senior	13.15, 13.25, 13.34, 13.40,	D 7/1 to	\$59,949 to \$75,519
Inspectors	13.42, 19.89	D 10/1	40 hrs/wk Non-Exempt

WHEREAS: The Allen County Council is apprised of the need to amend the salary ordinance for the above mentioned position and is in concurrence with this need.

NOW THEREFORE: BE IT ORDAINED BY THE ALLEN COUNTY COUNCIL:

SECTION 1. The salary, wages and other compensation paid this position within the budget are amended as described above.

**THIS ORDINANCE READ, CONSIDERED AND ADOPTED BY THE MEMBERS OF
THE ALLEN COUNTY COUNCIL ON THE 11th DAY OF MARCH 2026.**

MEMBERS OF THE ALLEN COUNTY COUNCIL
AYE **NAY**

Attest: _____
Jacquelynn A. Scheuman, Allen County Auditor-Secretary, Ex-Officio

**Amended Salary Ordinance
2026**

Consideration of a salary ordinance amending the pay for employees within the budget of Building Department. All Building Department funds 2901-424.

Title	Approp	Classification From/To	Pay From/To
Inspectors	13.17, 13.18, 13.22, 13.28, 13.29, 13.31, 13.32, 13.36, 13.37, 13.38, 13.39, 13.45, 13.46, 13.48, 13.51, 13.52, 13.53, 13.54, 13.55, 19.25, 19.26, 19.87, 19.88	D 6/1 to D 8/1	\$55,509 to \$64,745 40 hrs/wk Non-Exempt

WHEREAS: The Allen County Council is apprised of the need to amend the salary ordinance for the above mentioned position and is in concurrence with this need.

NOW THEREFORE: BE IT ORDAINED BY THE ALLEN COUNTY COUNCIL:

SECTION 1. The salary, wages and other compensation paid this position within the budget are amended as described above.

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MEMBERS OF THE ALLEN COUNTY COUNCIL
AYE **NAY**

Attest: _____
 Jacquelynn A. Scheuman, Allen County Auditor-Secretary, Ex-Officio

**Amended Salary Ordinance
2026**

Consideration of a salary ordinance amending the pay for employees within the budget of Building Department. All Building Department funds 2901-424.

Title	Approp	Classification From/To	Pay From/To
Permit	13.15, 13.25, 13.34, 13.40,	B 3/1 to	\$43,556 to \$48,939
Specialists	13.42, 19.89	B 5/1	40 hrs/wk Non-Exempt

WHEREAS: The Allen County Council is apprised of the need to amend the salary ordinance for the above mentioned position and is in concurrence with this need.

NOW THEREFORE: BE IT ORDAINED BY THE ALLEN COUNTY COUNCIL:

SECTION 1. The salary, wages and other compensation paid this position within the budget are amended as described above.

**THIS ORDINANCE READ, CONSIDERED AND ADOPTED BY THE MEMBERS OF
THE ALLEN COUNTY COUNCIL ON THE 11th DAY OF MARCH 2026.**

MEMBERS OF THE ALLEN COUNTY COUNCIL
AYE **NAY**

Attest: _____
Jacquelynn A. Scheuman, Allen County Auditor-Secretary, Ex-Officio



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM
THE GENERAL FUND:

DEPARTMENT:

LINE ITEM NUMBER:

REQUESTED AMOUNT: \$

FOR LINE ITEM UNDER CONSIDERATION, YTD EXPENDITURES & ANTICIPATED EXPENDITURES:

WAS THIS INCLUDED IN THE ANNUAL BUDGET REQUEST? IF NOT, WHY NOT?

HOW WILL THIS APPROPRIATION BE USED?

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

IS THIS A RECURRING EXPENSE?

WILL OTHER EXPENDITURES BE NECESSARY?

DISCUSSED WITH LIAISON?

LIAISON'S NAME:

After saving this form, email it to
Becky Butler in the Auditor's Office



JUDGE BRENT A. ECENBARGER
JUDGE LORI K. MORGAN
MAGISTRATE DANIEL G. PAPPAS
MAGISTRATE CAROLYN S. FOLEY
MAGISTRATE SHERRY A. HARTZLER
MAGISTRATE BETH A. WEBBER

ALLEN COUNTY JUVENILE CENTER

GREGORY T. PETERS
DIRECTOR OF DETENTION/OPERATIONS

KRISTOPHER M. RAREY
CHIEF OF PROBATION

To: Allen County Council

From: Wendy Kyler, Budget Analyst

Date:2/18/2026

Re: August County Council Agenda

Dear Council Members.

Please accept this memorandum as a formal request from the Allen County Juvenile Center to be added to the March 11, 2026, County Council Meeting Agenda.

The Allen County Juvenile Center is requesting permission to apply for the following grants that have been opened to State and Local government entities through the Indiana Criminal Justice Institute.

1. Juvenile Behavioral Health Competitive Grant Pilot Program (BHCPP). ACJC will serve as the lead agency responsible for program oversight and screening in addition to other responsibilities. Park Center will serve as the primary behavioral health partner. Please see attached documentation of the collaboration plan.
2. Juvenile Diversion Grant Program (JDCA). This program is designed to reduce repeat referrals, improve diversion completion rates, and strengthen diversion as a meaningful alternative to formal court processing. Please see attached documentation of the collaboration plan.
3. Juvenile Community Alternatives Grant Program (JCA). The grant will help with a structured, multi session intervention designed for youth to be closely monitored as an alternative to secure detention. The target population will include youth ages 12 to 17 who have adjudication for firearm related behaviors. Please see attached documentation of the collaboration plan.

The second item that ACJC has before you are that new vehicles are needed.

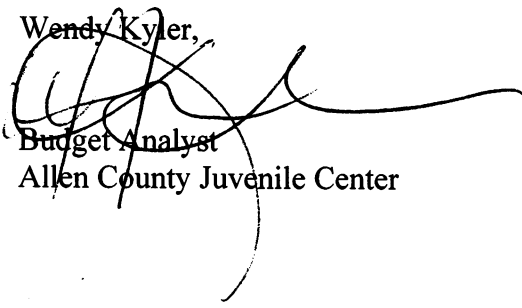
1. Vehicle 550011 a 2019 Dodge Durango. Having scored 26 by the service department which according to the replacement eligibility scale is deemed to need immediate replacement.
2. Vehicle 550009 a 2017 Ford Explorer. It has scored a 35 in the service department which according to the replacement eligibility scale is deemed to need immediate replacement.

Purchasing has given an estimate of around \$42,000 per vehicle plus the cost of a cage. The current Durango has a cage that could possibly be able to fit the new which would save at least one cage. The estimated cost of a cage would be \$6,000.

The vehicles were not in the annual budget, however ACJC has been listing them on the capital needs document that is turned in every year with the budget documentation. The total request needed appropriate at this time is \$96,000.

Respectfully.

Wendy Kyler,



Budget Analyst
Allen County Juvenile Center

COUNTY COUNCIL GRANT APPROVAL CHECKLIST

What is the Department/Agency applying for grant? 55 - ACJC

What kind of grant are you applying for? Federal State Other

What is the total amount of funds you are applying for? \$12,500.00

What is the grant application deadline? 02/16/2026

Is this a direct grant or a pass-through? Direct grant Pass-through

If this is a pass-through grant, what County entity is sponsoring the grant?

Is this a reimbursement or "up-front" grant payment? Reimbursement Up-front

What match is required by the applicant? Cash In-kind

If cash is required, what funds will be used? Are these funds on hand now?

If in-kind, what will be the in-kind contribution?

Who (if any) are the partners in the project?

Park Center, Inc.

Have you discussed your grant application with the Auditor's office? Yes No

Have you discussed your grant application with your liaison? Yes No

Are all expenses for the proposed program covered by the grant? Yes No

If expenses are not covered by grant, please disclose any hidden costs, such as insurance, vehicle use, etc.

Please attach a written report to substantiate your need for grant funds.

Please attach a financial report that demonstrates the cost/benefit of the grant.

At the end of your grant project please return to Council with a brief report about the success of the project.

I agree that my electronic signature will be as valid as an actual signature.

Signature: Wendy Kyler

Date: 02/18/2026

Please SUBMIT completed form by cut-off date for Council agenda requests. Any questions should be directed to: Jackie Schueman, Budget & Finance Director, 449-7967.

2026 Juvenile Behavioral Health Competitive Grant Pilot Program (BHCPP)

Organization: Allen Superior Court / Allen County Juvenile Center

BHCPP-2026-00023

Contact Information

Organization

Name of Applicant: Allen Superior Court / Allen County Juvenile Center
Federal I.D.: 356000124 **UEI Number:** **County:** Allen County
Street Address: 2929 Wells Street
City: Fort Wayne **State:** Indiana **Zip:** 46808

Program Location

✓ Same as above
County:
Street Address:
City: **State:** **Zip:**
Phone: **Fax:** **Email:**

Project Director

Name: Kristopher Rarey **Title:** Chief Probation Officer
Street Address: 2929 Wells Street
City: Fort Wayne **State:** Indiana **Zip:** 46808
Phone: (260) 449-8086 **Fax:** **Email:** kristopher.rarey@acjc.us

Fiscal Agent

Name of Organization: Allen Superior Court / Allen County Juvenile Center
Name: Wendy Kyler **Title:** Budget Analyst
Street Address: 2929 Wells Street
City: Fort Wayne **State:** Indiana **Zip:** 46808
Phone: (260) 449-8010 **Fax:** **Email:** wendy.kyler@acjc.us

Contact

Name: Kristopher Rarey **Title:** Chief Probation Officer
Street Address: 2929 Wells Street
City: Fort Wayne **State:** Indiana **Zip:** 46808
Phone: (260) 449-8086 **Fax:** **Email:** kristopher.rarey@acjc.us

Project Information

1. Project Title:

Juvenile Behavioral Health Crisis Triage and Diversion Program

2. Project Summary:

The Juvenile Behavioral Health Crisis Triage and Diversion Program provides early identification and immediate behavioral health intervention for youth arrested for offenses involving family conflict . The program is designed to divert youth from deeper court involvement and unnecessary out-of-home placement by addressing behavioral health needs at the earliest point of system contact.

Youth eligible for release whose caregivers refuse retrieval are frequently transported to shelter care due to the absence of immediate crisis intervention. In the past year, approximately 40 youth were placed in shelter care due to parent refusal, with repeat placements common.

Under this program, youth arrested for offenses involving family conflict will receive screening using the Adolescent Domestic Battery Typology Tool to guide service matching. Youth identified as experiencing moderate to high behavioral health or family conflict needs will be referred to Park Center's 24-hour mobile crisis team for on-site assessment, caregiver engagement, safety planning, and expedited behavioral health evaluation. Approximately 40 youth annually are expected to receive high-acuity crisis response.

Grant funding will support specialized training in Brief Strategic Family Therapy to enhance clinicians' ability to deliver structured , family-centered intervention. By combining validated screening, mobile crisis response, safety planning, and rapid assessment, the program reduces unnecessary shelter care placement, strengthens family stabilization, and improves access to community-based behavioral health services.

3. Amount of Funding Requested: \$12,500.00

4. SAM Expiration Date: 8/21/2026

5. DUNS Number: 078920717

6. Unique Entity ID (UEI): 52434

7. Has your organization been audited? Yes No

8. Audit Report – Please upload your most recent audit report
https://indianaintelligrants.intelligrants.com/_Upload/540368_1250710-ACJC_Audit_Report.pdf

9. Date of most recent audit: 9/29/2025

10. Any adverse audit findings? Yes No

11. Describe the adverse audit findings:

12. Corrective Action - Please upload the corrective action plan

Project Budget Template

Budget Summary			
Description	Year 1	Year 2	
Section 1: Personnel:			
Employee Positions	\$ -	\$ -	
Fringe Benefits	\$ -	\$ -	
Section 2:			
Travel/Transportation	\$ -	\$ -	
Equipment/Supplies/Operating	\$ -	\$ -	
Section 3:			
Subcontractors	\$ 5,000.00	\$ 7,500.00	
Project Total:	\$ 5,000.00	\$ 7,500.00	

Year 1 and Year 2 columns will
autocalculate from the Year 1 and Year 2
tabs.

COUNTY COUNCIL GRANT APPROVAL CHECKLIST

What is the Department/Agency applying for grant? 55 - ACJC

What kind of grant are you applying for? Federal State Other

What is the total amount of funds you are applying for? \$80,000.00

What is the grant application deadline? 02/16/2026

Is this a direct grant or a pass-through? Direct grant Pass-through

If this is a pass-through grant, what County entity is sponsoring the grant?

Is this a reimbursement or "up-front" grant payment? Reimbursement Up-front

What match is required by the applicant? Cash In-kind

If cash is required, what funds will be used? Are these funds on hand now?

If in-kind, what will be the in-kind contribution?

Who (if any) are the partners in the project?

Alive Community Outreach
Dana Foundation

Have you discussed your grant application with the Auditor's office? Yes No

Have you discussed your grant application with your liaison? Yes No

Are all expenses for the proposed program covered by the grant? Yes No

If expenses are not covered by grant, please disclose any hidden costs, such as insurance, vehicle use, etc.

Please attach a written report to substantiate your need for grant funds.

Please attach a financial report that demonstrates the cost/benefit of the grant.

At the end of your grant project please return to Council with a brief report about the success of the project.

I agree that my electronic signature will be as valid as an actual signature.

Signature: Wendy Kyler

Date: 02/18/2026

Please SUBMIT completed form by cut-off date for Council agenda requests. Any questions should be directed to: Jackie Schueman, Budget & Finance Director, 449-7967.

2026 Juvenile Diversion Grant Program (JDCA)

Organization: Allen Superior Court / Allen County Juvenile Center

JDCA-2026-00026

Contact Information

Organization
Name of Applicant: Allen Superior Court / Allen County Juvenile Center
Federal I.D.: 356000124 **UEI Number:** **County:** Allen County
Street Address: 2929 Wells Street
City: Fort Wayne **State:** Indiana **Zip:** 46808

Program Location
✓ Same as above
County:
Street Address:
City: **State:** **Zip:**
Phone: **Fax:** **Email:**

Project Director
Name: Kristopher Rarey **Title:** Chief Probation Officer
Street Address: 2929 Wells Street
City: Fort Wayne **State:** Indiana **Zip:** 46808
Phone: (260) 449-8086 **Fax:** **Email:** kristopher.rarey@acjc.us

Fiscal Agent
Name of Organization: Allen Superior Court / Allen County Juvenile Center
Name: Wendy Kyler **Title:** Budget Analyst
Street Address: 2929 Wells Street
City: Fort Wayne **State:** Indiana **Zip:** 46808
Phone: (260) 449-8010 **Fax:** **Email:** wendy.kyler@acjc.us

Contact
Name: Kristopher Rarey **Title:** Chief Probation Officer
Street Address: 2929 Wells Street
City: Fort Wayne **State:** Indiana **Zip:** 46808
Phone: (260) 449-8086 **Fax:** **Email:** kristopher.rarey@acjc.us

Project Information

1. Project Title:

Allen County Juvenile Diversion Enhancement Program

2. Project Summary:

The proposed project enhances Allen County's juvenile diversion services by implementing structured , cohort-based intervention tracks matched to assessed youth and family needs. Eligible youth entering diversion will participate in Aggression Replacement Training (ART) or Parent Project as a Family Supervision Breakdown and Accountability Track. These evidence-based and promising interventions increase service dosage, strengthen caregiver engagement, and address key drivers of diversion referrals, including conflict-driven behavior and supervision breakdown. The program is designed to reduce repeat referrals, improve diversion completion rates, and strengthen diversion as a meaningful alternative to formal court processing.

3. Amount of Funding Requested: \$80,000.00

4. SAM Expiration Date: 8/21/2026

5. DUNS Number: 078920717

6. Unique Entity ID (UEI): 52434

7. Has your organization been audited? Yes No

8. Audit Report – Please upload your most recent audit report

https://indianaintelligrants.intelligrants.com/_Upload/540108_1250710-ACJC_Audit_Report.pdf

9. Date of most recent audit: 9/29/2025

10. Any adverse audit findings? Yes No

11. Describe the adverse audit findings:

12. Corrective Action - Please upload the corrective action plan

Project Budget Template

Budget Summary		
Description	Year 1	Year 2
Section 1: Personnel:		
Employee Positions	\$ -	\$ -
Fringe Benefits	\$ -	\$ -
Section 2:		
Travel/Transportation	\$ -	\$ -
Equipment/Supplies/Operating	\$ 1,925.00	\$ 5,000.00
Section 3:		
Subcontractors	\$ 38,075.00	\$ 35,000.00
Project Total:	\$ 40,000.00	\$ 40,000.00

Year 1 and Year 2 columns will
autocalculate from the Year 1 and Year 2
tabs.

COUNTY COUNCIL GRANT APPROVAL CHECKLIST

What is the Department/Agency applying for grant? 55 - ACJC

What kind of grant are you applying for? Federal State Other

What is the total amount of funds you are applying for? \$80,000.00

What is the grant application deadline? 02/16/2026

Is this a direct grant or a pass-through? Direct grant Pass-through

If this is a pass-through grant, what County entity is sponsoring the grant?

Is this a reimbursement or "up-front" grant payment? Reimbursement Up-front

What match is required by the applicant? Cash In-kind

If cash is required, what funds will be used? Are these funds on hand now?

If in-kind, what will be the in-kind contribution?

Who (if any) are the partners in the project?

Alive Community Outreach
Building Kings Mentoring

Have you discussed your grant application with the Auditor's office? Yes No

Have you discussed your grant application with your liaison? Yes No

Are all expenses for the proposed program covered by the grant? Yes No

If expenses are not covered by grant, please disclose any hidden costs, such as insurance, vehicle use, etc.

Please attach a written report to substantiate your need for grant funds.

Please attach a financial report that demonstrates the cost/benefit of the grant.

At the end of your grant project please return to Council with a brief report about the success of the project.

I agree that my electronic signature will be as valid as an actual signature.

Signature: Wendy Kyler

Date: 02/18/2026

Please SUBMIT completed form by cut-off date for Council agenda requests. Any questions should be directed to: Jackie Schueman, Budget & Finance Director, 449-7967.

2026 Juvenile Community Alternatives Grant Program (JCA)

Organization: Allen Superior Court / Allen County Juvenile Center

original
Submission

JCA-2026-00016

Contact Information

Organization
Name of Applicant: Allen Superior Court / Allen County Juvenile Center
Federal I.D.: 356000124 **UEI Number:** **County:** Allen County
Street Address: 2929 Wells Street
City: Fort Wayne **State:** Indiana **Zip:** 46808

Program Location
 ✓ Same as above
County:
Street Address:
City: **State:** **Zip:**
Phone: **Fax:** **Email:**

Project Director
Name: Kristopher Rarey **Title:** Chief Probation Officer
Street Address: 2929 Wells Street
City: Fort Wayne **State:** Indiana **Zip:** 46808
Phone: (260) 449-8086 **Fax:** **Email:** kristopher.rarey@acjc.us

Fiscal Agent
Name of Organization: Allen Superior Court / Allen County Juvenile Center
Name: Wendy Kyler **Title:** Budget Analyst
Street Address: 2929 Wells Street
City: Fort Wayne **State:** Indiana **Zip:** 46808
Phone: (260) 449-8010 **Fax:** **Email:** wendy.kyler@acjc.us

Contact
Name: Kristopher Rarey **Title:** Chief Probation Officer
Street Address: 2929 Wells Street
City: Fort Wayne **State:** Indiana **Zip:** 46808
Phone: (260) 449-8086 **Fax:** **Email:** kristopher.rarey@acjc.us

Project Information

1. Project Title:

Allen County Firearm Accountability and Community Alternatives Program

2. Project Summary:

The proposed program is a structured, community-based alternative to secure detention for youth ages 12-17 adjudicated delinquent for firearm-related behavior. The program expands Allen County's existing single-session firearm response into an eight-week, cohort-based intervention informed by the Handgun Intervention Program developed in Denver, Colorado.

Eligible youth adjudicated for firearm-related offenses will participate in structured sessions focused on accountability, conflict resolution, decision-making, firearm safety, and understanding the legal and community consequences of firearm behavior. The program incorporates mentoring, caregiver engagement, and enhanced supervision conditions such as home detention or electronic monitoring when appropriate.

By providing a closely monitored, research-informed alternative in lieu of secure confinement or out-of-home placement, the program seeks to reduce reliance on detention, decrease firearm-related recidivism, and improve long-term outcomes while maintaining community safety.

3. Amount of Funding Requested: \$80,000.00

4. SAM Expiration Date: 8/21/2026

5. DUNS Number: 078920717

6. Unique Entity ID (UEI): 52434

7. Has your organization been audited? Yes No

8. Audit Report – Please upload your most recent audit report

https://indianaintelligrants.intelligrants.com/_Upload/540201_1250710-ACJC_Audit_Report.pdf

9. Date of most recent audit: 9/29/2025

10. Any adverse audit findings? Yes No

11. Describe the adverse audit findings:

12. Corrective Action - Please upload the corrective action plan

Project Budget Template

Budget Summary			
Description	Year 1	Year 2	
Section 1: Personnel:			
Employee Positions	\$ -	\$ -	
Fringe Benefits	\$ -	\$ -	
Section 2:			
Travel/Transportation	\$ -	\$ -	
Equipment/Supplies/Operating	\$ 12,000.00	\$ 12,000.00	
Section 3:			
Subcontractors	\$ 28,000.00	\$ 28,000.00	
Project Total:	\$ 40,000.00	\$ 40,000.00	

Year 1 and Year 2 columns will
autocalculate from the Year 1 and Year 2
tabs.

Section Three Total: \$ 5,000.00

Vehicle Acquisition Request

02/18/2026 10:39 AM (EST)

Submitted by Wendy Kyler (Wendy.Kyler@acjc.us)



Allen County Vehicle Acquisition Request

Requestor Information

Employee Name	Wendy Kyler
Department	Allen County Juvenile Center
Phone	449-8010

Request Information

Type of Request	Replace Vehicle
Vehicle Assignment	Pool Vehicle
Requested Vehicle Type	SUV
Reason for Request	Score = Immediate Removal
Discussed with:	<ul style="list-style-type: none">County Council Liaison
Approved Funding Source (fund #)	Going to Council to request
Plate Type	Other
Other Plate	DAP - transport
Request extras:	<ul style="list-style-type: none">Lassus CardGPS
Enter the intended use and daily function this vehicle must perform:	This vehicle will be used daily for DAP probation officers to monitor juveniles that are on home detention, ankle, and curfew check detention alternatives. As well as being a transport vehicle for juveniles to DOC or YSC depending on the status.
Anticipated Monthly Mileage	1890

Replacement Vehicle Information

Vehicle Number	550009
Year	2017

Make	Ford
Model	Explorer
Mileage	204146
Did this model meet the needs of your department?	Yes
Suggestions	Preference is for a Durango that can have a cage added for transport requirements.

Vehicle Acquisition Request

02/18/2026 10:44 AM (EST)

Submitted by Wendy Kyler (Wendy.Kyler@acjc.us)



Allen County Vehicle Acquisition Request

Requestor Information

Employee Name	Wendy Kyler
Department	Allen County Juvenile Center
Phone	449-8010

Request Information

Type of Request	Replace Vehicle
Vehicle Assignment	Pool Vehicle
Requested Vehicle Type	SUV
Reason for Request	Score = Immediate Removal
Discussed with:	<ul style="list-style-type: none">County Council Liaison
Approved Funding Source (fund #)	Going to County Council to request
Plate Type	Other
Other Plate	DAP - Transport
Request extras:	<ul style="list-style-type: none">GPSLassus Card
Enter the intended use and daily function this vehicle must perform:	This vehicle will be used daily for DAP probation officers to monitor juveniles that are on home detention, Anklet, and curfew check detention alternatives. As well as being a transport vehicle for juveniles to DOC or YSC depending on the status.
Anticipated Monthly Mileage	1725

Replacement Vehicle Information

Vehicle Number	550011
Year	2019

Make	Dodge
Model	Durango
Mileage	144953
Did this model meet the needs of your department?	Yes
Suggestions	Preference is for a Durango that a cage can be fitted to for transport requirements.



COUNTY COUNCIL

REQUEST FOR TRANSFERS WITHIN FUND BUT BETWEEN SERIES

DEPARTMENT:

NAME OF FUND:

TOTAL AMOUNT TO BE TRANSFERRED:

FROM LINE ITEM:	<input type="text" value="128-6101-412.39-70"/>	\$	<input type="text" value="2500"/>	AMOUNT
	<input type="text"/>	\$	<input type="text"/>	
	<input type="text"/>	\$	<input type="text"/>	
TO LINE ITEM:	<input type="text" value="128-6101-412.21-10"/>	\$	<input type="text" value="1500"/>	
	<input type="text" value="128-6101-412.21-11"/>	\$	<input type="text" value="500"/>	
	<input type="text" value="128-6101-412.21-12"/>	\$	<input type="text" value="500"/>	

WHY IS THIS NEEDED?

PROJECTED EXPENDITURE FOR TRANSFER-OUT LINE ITEM:

IS THERE SUFFICIENT FUNDING FOR FUTURE NEEDS AFTER TRANSFER?

WHY IS THERE EXTRA MONEY IN THE TRANSFER-OUT LINE ITEM?

DISCUSSED WITH LIAISON?

LIAISON'S NAME:

After saving this form, email it to
Becky Butler in the Auditor's Office



INDIANA SUPREME COURT

251 N Illinois St | Suite 1600
Indianapolis, Indiana 46204

Office of Judicial Administration

COURTS.IN.GOV

August 25, 2025

2026 Problem-Solving Court Grant Award

Grantee:	Allen Circuit Veterans Court
Grant Number:	26-CSPSC-C02-CVC-1
Grant Period:	January 1, 2026 – December 31, 2026
Date of Award:	January 1, 2026
Award Amount:	\$7,000

The Indiana Office of Court Services (IOCS) has awarded Grantee funds for the purpose described in the attached Grant Agreement. By signing this grant award, the Grantee agrees that the funds will be spent in the manner described in the Grant Agreement and the conditions set forth in this award letter.

As a condition of the Grant Agreement, the Grantee agrees to submit an annual report in accordance with the Indiana Problem-Solving Court Rules and as adopted by the Judicial Conference of Indiana (“Rules”). Grantee must also submit performance measures and financial reports to IOCS as directed. A summary of the data and performance measures should be included in Grantee’s annual report. Any funds that are not expended in accordance with the attached Grant Agreement by December 31, 2026, must be returned to IOCS by March 1, 2027, unless otherwise directed by IOCS.

Sincerely,

Angie Hensley-Langrel
Programmatic Grants Manager

PROBLEM-SOLVING COURT SERVICES GRANT AGREEMENT

This Problem-Solving Court Services Grant Agreement (“Grant Agreement”), entered into by and between the Indiana Supreme Court, Office of Judicial Administration (OJA), Indiana Office of Court Services (“IOCS”) and Allen Circuit Veterans Court (“Grantee”), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree:

1. Purpose of this Grant Agreement; Grant Funds.

- A. The purpose of this Grant Agreement is to enable IOCS to award a grant, in an amount to be determined by IOCS and specified in the Grant Award Letter that is hereby incorporated fully by reference, to the Grantee for eligible costs of the services or project (“Project”) described in the Grant Application, as amended by OJA (**Exhibit A**) which is attached to this Grant Agreement and also incorporated fully by reference.
- B. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and the Approved Project Budget (**Exhibit B**) and in conformance with any applicable Indiana Code provisions, as well as any applicable rules or policies established by the Indiana Supreme Court. The funds received by the Grantee pursuant to this Grant Agreement shall be used only to implement the Project or provide the services in conformance with this Grant Agreement and for no other purpose.

2. Representations and Warranties of the Grantee.

- A. The Grantee expressly represents and warrants to IOCS that it is eligible to receive these Grant funds and that the information set forth in its grant application is true, complete, and accurate. The Grantee expressly agrees to promptly repay all funds paid to it under this Grant Agreement should it be determined that either it was ineligible to receive the funds, or it made any material misrepresentation on the Grant Application.
- B. The Grantee certifies by entering into this Grant Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant Agreement by any federal or state department or agency. The term “principal” for purposes of this Grant Agreement is defined as an officer, director, owner, partner, key employee, other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.

3. Implementation of and Reporting on the Project.

- A. The Grantee shall implement and complete the Project in accordance with the plans and specifications contained in **Exhibit A**. Any modification of the Project from the description given in **Exhibit A** shall require prior written approval from IOCS.
- B. The Grantee shall submit to IOCS written progress and financial reports until the completion of the Project. These reports shall be submitted in accordance with the requirements set forth in **Exhibits A&B** and as requested by IOCS.

- 4. **Term.** This Grant Agreement commences on **January 1, 2026**, and shall remain in effect through **December 31, 2026**. Any funds that are not expended in accordance with this Grant Agreement by **December 31, 2026**, must be returned to IOCS by **March 1, 2027**, unless otherwise directed by IOCS.

5. Grant Funding. Grantee explicitly covenants that it shall promptly repay to IOCS all funds not spent in conformance with this Grant Agreement.

- A. IOCS shall fund this grant during its Term and all grant funds must be spent no later than **December 31, 2026**. The Approved Project Budget is set forth in **Exhibit B**. The Grantee shall not make substantial modifications to any line item in the Approved Project Budget without the prior written consent of IOCS.
- B. The disbursement of grant funds to the Grantee shall not be made until all documentary materials required by this Grant Agreement have been received and approved by IOCS and this Grant Agreement has been fully authorized by IOCS. Any funds that are not expended in accordance with this Grant Agreement by December 31, 2026, must be returned to IOCS by March 1, 2027, unless otherwise directed by IOCS.

6. Payment of Grant.

- A. IOCS agrees to award grant funds following execution of this Grant Agreement. As required by IC 4-13-2-14.8, payment shall be direct deposited by electronic funds transfer to the financial institution designated by the Grantee in writing unless a specific waiver has been obtained from the Indiana State Comptroller's Office.
- B. IOCS may require evidence furnished by the Grantee that substantial progress has been made toward the Project at any point during and after the grant Term.
- C. As a condition of this Grant Agreement, the Grantee agrees to submit an annual report in accordance with the Indiana Problem-Solving Court Rules and as adopted by the Judicial Conference of Indiana ("Rules"). Grantee must submit performance measures and financial reports to IOCS as directed. A summary of the data and performance measures should be included in Grantee's annual report.
- D. The Grantee shall promptly repay IOCS for any grant funds it utilizes for expenses that are deemed to be "ineligible" or "fraudulent" by any of the following: IOCS, the Indiana State Board of Accounts, or any other audit or monitoring of Grantee. Grantee shall return all unexpended grant funds upon the expiration or termination of this Grant Agreement.

7. Project Monitoring by IOCS. IOCS may conduct on-site or off-site monitoring reviews of the Project. The Grantee shall extend its full cooperation and give full access to the Project site and to relevant documentation to IOCS or its authorized designees for the purpose of determining, among other things:

- A. whether Project activities are consistent with those set forth in the terms and conditions of this Grant Agreement, the grant application in **Exhibit A**, and the Approved Project Budget in **Exhibit B**.
- B. the actual expenditure of state funds expended to date on the Project is in conformity with amounts for each budget line item as contained in **Exhibit B**.
- C. The Grantee is making timely progress with the Project, and its project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Grant Agreement and are fully and accurately reflected in Project reports submitted to IOCS.

8. Audits and Maintenance of Records. The Grantee may be required to submit to an audit of funds paid through this Grant Agreement, and shall make all books, accounting records and other documents available at all reasonable times during the Term of this Grant Agreement and for a period of three (3) years after final payment for inspection by IOCS or its authorized designee. Copies shall be furnished to IOCS at no cost.

9. Compliance with Laws.

- A. The Grantee shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Grant Agreement shall be reviewed by IOCS and the Grantee to determine whether the provisions of this Grant Agreement require formal modification.
- B. The Grantee and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State of Indiana as set forth in IC 4-2-6, et seq., IC 4-2-7, et seq. and the regulations promulgated thereunder. **If the Grantee has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in this Grant, the Grantee shall ensure compliance with the disclosure requirements in IC 4-2-6-10.5 prior to the execution of this Grant Agreement.** If the Grantee or its agents violate any applicable ethical standards, the IOCS may, in its sole discretion, terminate this Grant Agreement immediately upon notice to the Grantee. In addition, the Grantee may be subject to penalties under IC 4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.
- C. The Grantee certifies by entering into this Grant Agreement that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory, or judicially required payments to the State of Indiana or to IOCS. The Grantee agrees that any payments currently due to the State of Indiana or to IOCS may be withheld from payments due to the Grantee. Additionally, payments may be withheld, delayed, or denied and/or this Grant Agreement suspended until the Grantee is current in its payments and has submitted proof of such payment to the State of Indiana or to IOCS.
- D. The Grantee warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify IOCS of any such actions. During the term of such actions, the Grantee agrees that IOCS may suspend funding for the Project.
- E. The Grantee warrants that the Grantee and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for IOCS. Failure to do so may be deemed a material breach of this Grant Agreement and grounds for immediate termination and denial of future grant opportunities with IOCS.
- F. The Grantee affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.
- G. As required by IC 5-22-3-7:

- (1) The Grantee and any principals of the Grantee certify that:
 - (A) the Grantee, except for de minimis and nonsystematic violations, has not violated the terms of:
 - (i) IC 24-4.7 [Telephone Solicitation of Consumers].
 - (ii) IC 24-5-12 [Telephone Solicitations]; or
 - (iii) IC 24-5-14 [Regulation of Automatic Dialing Machines].in the previous 365 days, even if IC 24-4.7 is preempted by federal law; and
 - (B) the Grantee will not violate the terms of IC 24-4.7 for the duration of this Grant Agreement, even if IC 24-4.7 is preempted by federal law.
- (2) The Grantee and any principals of the Grantee certify that an affiliate or principal of the Grantee and any agent acting on behalf of the Grantee or on behalf of an affiliate or principal of the Grantee, except for de minimis and nonsystematic violations,
 - (A) has not violated the terms of IC 24-4.7 in the previous 365 days, even if IC 24-4.7 is preempted by federal law; and
 - (B) will not violate the terms of IC 24-4.7 for the duration of this Grant Agreement even if IC 24-4.7 is preempted by federal law.

10. Drug-Free Workplace Certification. The Grantee hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. Grantee will give written notice to the State within ten (10) days after receiving actual notice that the Grantee, or an employee of the Grantee in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the Grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this Grant Agreement is in excess of \$25,000.00, the Grantee certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
- B. Establishing a drug-free awareness program to inform its employees of: (1) the dangers of drug abuse in the workplace; (2) the Grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will: (1) abide by the terms of the statement; and (2) notify the Grantee of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and
- D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and

- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

11. Debarment and Suspension.

- A. The Grantee certifies by entering into this Grant Agreement that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant by any federal agency or by any department, agency or political subdivision of the State. The term “principal” for purposes of this Grant Agreement means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.
- B. The Grantee certifies that it has verified the suspension and debarment status for all subcontractors receiving funds under this Grant Agreement and shall be solely responsible for any recoupments or penalties that might arise from non-compliance. The Grantee shall immediately notify IOCS if any subcontractor becomes debarred or suspended, and shall, at the IOCS’s request, take all steps required by the IOCS to terminate its contractual relationship with the subcontractor for work to be performed under this Grant Agreement.

12. Employment Eligibility Verification. As required by IC 22-5-1.7, the Grantee hereby swears or affirms under the penalties of perjury that:

- A. The Grantee has enrolled and is participating in the E-Verify program.
- B. The Grantee has provided documentation to IOCS that it has enrolled in and is participating in the E-Verify program.
- C. The Grantee does not knowingly employ an unauthorized alien.
- D. The Grantee shall require its contractors who perform work under this Grant Agreement to certify to Grantee that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Grantee shall maintain this certification throughout the duration of the term of its contract with its contractor(s).

IOCS may terminate for default if the Grantee fails to cure a breach of this provision no later than 30 days after being notified by IOCS.

13. Funding Cancellation. When the Chief Administrative Officer of the Office of Judicial Administration makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement, the Grant Agreement shall be canceled.

A determination by the Chief Administrative Officer that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement shall be final and conclusive.

- 14. Governing Law.** This Grant Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana. Suit, if any, must be brought in the State of Indiana.
- 15. Indemnification.** Grantee shall defend, indemnify, and hold harmless IOCS, its agents, officials, and employees from all third-party claims and suits including court costs, attorney's fees, and other expenses caused by any act or omission of the Grantee, employees and/or its subcontractors, if any, in the performance and/or provision of services under this Grant Agreement.
- 16. Independent Contractor.** All parties hereto, in the performance of this Grant Agreement, will be acting in an individual capacity and not as agents, employees, partners, joint ventures, or associates of one another. The employees of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. Neither party will assume liability for any injury to any persons or any damage to any property arising out of the acts or omissions of the agents, employees, or subcontractors of the other party.
- 17. Nondiscrimination.** Pursuant to the Indiana Civil Rights Law, specifically IC § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Grantee covenants that it shall not discriminate against any employee or applicant for employment relating to this Grant Agreement with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Grantee certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.
- 18. Notice to Parties.** Whenever any notice, statement or other communication is required under this Grant Agreement, it shall be sent by email as directed in the Grant Application.
- 19. Order of Precedence.** Any inconsistency or ambiguity in this Grant Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal or state law; (2) this Grant Agreement; (3) Notice to Apply for Grant; and (4) the Grant Application.
- 20. Public Record.** The Grantee acknowledges that IOCS will not treat this Grant Agreement as containing confidential information. IOCS does not have a duty to provide notice to Grantee regarding any disclosure of information related to this Grant Agreement made by IOCS. Use by the public of information contained in this Grant Agreement shall not be considered an act by IOCS.
- 21. Termination.** This Grant Agreement may be terminated, in whole or in part, by IOCS whenever, for any reason, IOCS determines that such termination is in the best interest of IOCS. Termination shall be affected by delivery to the Grantee of a Termination Notice, specifying effective date of termination and extent of termination. The Grantee may use grant funds for completion of approved Project expenditures properly done prior to the effective date of termination. IOCS will not be liable for work on the Project performed after the effective date of termination. In no case shall total payment made to

the Grantee exceed the original grant. The Grantee explicitly covenants that it shall promptly repay to IOCS all unused grant funds upon termination of the Grant Agreement.

22. Travel. Only expenses for travel related to trainings required by or recommended by IOCS will be reimbursed. These expenses will be reimbursed in accordance with the Grantee's travel policies.

23. State Boilerplate Affirmation Clause. I swear or affirm under the penalties of perjury that I have not altered, modified, changed or deleted IOCS' standard grant agreement clauses.

Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that the undersigned is a properly authorized representative, agent, member or officer of the Grantee to enter into this Grant Agreement. Further, to the undersigned’s knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Grantee, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Grant Agreement other than that which appears upon the face hereof.

Agreement to Use Electronic Signatures

The parties agree that electronic signatures are allowable but are not required.

In Witness Whereof, Grantee and IOCS have, through their duly authorized representatives, entered into this Grant Agreement. The parties, having read and understood the foregoing terms of this Grant Agreement, do by their respective signatures dated below agree to the terms thereof.

Grantee

By: Hon. Ashley Hand
Judicial Officer: Hon. Ashley Hand
Date: 10/6/2025

Office of Judicial Administration

By: Justin P. Forkner
Justin P. Forkner, Chief Administrative Officer
Date: 10/3/2025

By: Bobbie Guin
Coordinator: Bobbie Guin
Date: 10/6/2025

2026 Problem-Solving Court Grant Application - **Exhibit A**

Problem-Solving Court Grant Application

Purpose and Availability of Funds

The Indiana Office of Court Services is accepting grant applications to provide financial assistance to certified problem-solving courts established pursuant to IC 33-23-16 and the Indiana Problem-Solving Court Rules and as adopted by the Judicial Conference of Indiana.

Eligible Entities

The grant application is open to all problem-solving courts certified by the Indiana Office of Court Services as of April 12, 2025. If your agency received previous problem-solving court funding, all required reports must be current for funding consideration.

Application Procedures

Applicants must provide a brief description of the proposed project and a detailed budget of how the funds will be used. Match funds are not required, but if receiving funding for your problem-solving court from other sources, this should be included in the designated budget section. Grant requests may be reduced based on available funds.

There will not be any other grant application released from IOCS to fund problem-solving courts for 2026 funding. Award decisions will be made based upon the applicant's ability to demonstrate need. Courts that receive an award amount different than requested in the application will receive a revised budget with the award letter and grant agreement from the Indiana Office of Court Services prior to receiving funds.

Award Period and Reporting Requirements

Grant funds will be awarded for a 12-month budget cycle beginning on January 1, 2026, and ending December 31, 2026. Grantee must submit an annual report in accordance with the Indiana Problem-Solving Court Rules and as adopted by the Judicial Conference of Indiana. The Grantee must also submit performance measures and financial reports to IOCS as directed. A summary of the data and performance measures should be included in Grantee's annual report. Grantee must submit quarterly financial reports and an annual report provided by the Indiana Office of Court Services not later than January 31, 2027. Failure to comply with reporting requirements may impact future grant awards.

Allowable Costs

Courts may submit applications for costs related to:

- personnel (salary and benefits)
- incentives (capped at \$3,500 and receipts for incentives will be required)
- drug tests
- program evaluation expenses
- training for team members
- participant needs (Work Release, GPS/electronic monitoring or other program fees are excluded. Allowable expenses may include treatment services not otherwise covered, emergency housing or participant transportation.)

Other requests may be considered depending on fund availability.

Please direct application questions to: iocsgrants@courts.in.gov

Applications must be submitted electronically and received by 6:00 pm EST on April 12, 2025.

Applications received after the deadline may not be considered.

Applications: Allen Circuit Veterans Court

Profile

steve.keele@co.allen.in.us

Application/Project Title

Allen Circuit Veterans Court

Organization Name

Allen County Adult Probation

START BUILDING YOUR APPLICATION BELOW THIS LINE.

Purpose and Availability of Funds

The Indiana Office of Court Services is accepting grant applications to provide financial assistance to certified problem-solving courts established pursuant to IC 33-23-16 and the Indiana Problem-Solving Court Rules and as adopted by the Judicial Conference of Indiana.

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- program evaluation expenses
- training for team members
- participant needs (Work Release, GPS/electronic monitoring or other program fees are excluded. Allowable expenses may include treatment services not otherwise covered, emergency housing or participant transportation.)

Other requests may be considered depending on fund availability.

Applicant Information

County

Allen

PSC Coordinator

Bobbie Guin

PSC Coordinator Email

bobbie.guin@co.allen.in.us

PSC Judge

Ashley N. Hand

Is the PSC currently receiving IOCS grant funds?

Yes

Program Description

PSC Type

Adult

Adult PSC Model

Veterans Court

Program Status: Select one of the options below.

Operational (Certified or Provisionally Certified)

PSC Implementation Date (Estimated date if in Planning Stages):

01/01/2013

Current number of enrolled/active participants:

17

Maximum capacity PSC can currently serve:

50

Number of graduates in 2024:

11

Number of graduates to date:

111

Number of participants to be admitted during the grant period:

12

Number of participants to be served during the grant period:

25

Average Caseload Size:

25

Provide a brief description of your target population, eligibility requirements, use of assessment tools, general operations and governance.

The Allen Circuit Veterans Court program seeks to identify, enroll, and provide services to military service men and women who are presently involved in the Criminal Justice System in Allen County and to coordinate with community resources for the provision of veterans' services and entitlements. The Allen Circuit Veterans Court supervises veterans who have received a discharge from the Armed Forces of honorable, general, or other than honorable, have access to a DD214, and who are statutorily eligible for supervision with Allen County Adult Probation (ACAP).

The overall goal of the Veterans Court Program is to positively impact recidivism for the veteran population by utilizing evidence based correctional practices including the coordination of referrals to veterans' services, mental health services, substance abuse services, medication management services, options for safe and sober housing, cognitive-behavioral therapy programs designed to improve pro-social cognitive habituation, and the development of pro-social opportunity for participants and their families to engage in their community as productive members.

Allen Circuit Veterans Court Program Eligibility Criteria:

- Participant must have an approved residence in Allen County, IN.
- Participant must be eligible for supervision with Allen County Adult Probation.
- Participant must agree to the terms and conditions of the program as set forth by the presiding Judge of the Allen Circuit Veterans Court and/or by Allen County Adult Probation.
- Participant's military discharge status from the Armed Forces will be reviewed as part of the eligibility screening.
- Participant must have access to their DD214 for review by the Veterans Justice Outreach Officer (VJO).
- Participant must be ordered to the Allen Circuit Veterans Court by the Allen Circuit Judge/Magistrate.

The Allen Circuit Court Veterans Court Program accepts veteran participants with all risk and need level designations; however, the program most commonly serves and provides targeted services to participants who are moderate to high/very high risk and need and are diagnosed with substance abuse disorders and/or mental health disorders.

Training for Team Members

According to the Problem-Solving Courts Rules, most recently updated and effective April 7, 2021, the Coordinator and each case manager shall complete twelve (12) hours annually of job specific continuing education with six (6) of those hours in evidence-based practices as approved by the Problem-Solving Court Judge. ACAP finds great value in sending its core Problem-Solving Court workgroups to complete any training found to be useful in helping support and/or enhance ACAP's Problem-Solving Court initiatives. ACAP is requesting support from the Indiana Supreme Court to fund that expense for the agency.

Veterans Court Graduation

Veterans Court Graduation takes place every November around the Veterans Day holiday. To date, we have had 111 veterans graduate the Allen Circuit Veterans Court Program.

We are requesting a \$500.00 for Veterans Court Graduation supplies. This will help pay for the graduation certificates and gifts cards our Veterans will receive as well as light refreshments for the graduation ceremony. It will also help with the costs of invitations that will be sent out to the Allen County community. The Allen Circuit Veterans Court Program graduation ceremony is a highly publicized, well attended ceremony and is a significant step for the graduates.

Financial Information

Total amount of IOCS grant funds requested for 2026?

\$9,500

Briefly describe the project or purpose areas for which grant funds are sought. Please include detailed information on the costs related to each project or purpose area. Applicants must also complete the budget worksheet to uploaded to with this application.

The Allen Circuit Veterans Court Program utilizes positive incentives, including documentation of accolades for exhibited positive behaviors, in order to impact the participants level of motivation to progress through the phases of the Veterans Court Program. Research indicates that participants should receive positive incentives at a 4-1 frequency rate compared to sanctions. Through the commitment to use positive incentives, staff members develop relationships with participants that can be described as featuring a strong modeling effect and cultured therapeutic alliance.

The Allen Circuit Veterans Court program believes in providing its participants with intangible rewards such as verbal praise, additional pro-social activities away from home, and the reduction in supervision intensity in recognition of your compliance and stability. However, there are also opportunities for the participants to be awarded tangible incentives. Probation Officers and Case Managers apply graduated incentives that are appropriate with their level of achievement.

The grant money would allow the Allen Circuit Veterans Court to purchase gift cards for our veterans who progress to new phases within the program. It would also allow us to purchase gift cards, as well as bronze prizes.

Incentives	\$2,500.00
Drug Testing Supplies	\$1,500.00
Graduation Supplies	\$500.00
Training/Seminars	\$5,000.00

Describe any current or anticipated funding sources, such as county general funds, other grant funds, user fees, etc. and the funding stability of your court/agency. Include current funding sources, amounts and award period, and plans for becoming self-sustaining.

The Allen Circuit Veterans Court also receives grant funding from the Indiana Department of Correction. IN CY2025, we were awarded \$17,416 for salaries, supplies, and services. We are requesting the same amount from the Indiana Department of Correction for CY2026. Additionally, we are funded by user fees of nearly \$5,000 each year.

While we are constantly striving to become self-sustaining, the limited number of individuals who meet the eligibility requirements for the program, makes that a difficult task. As such, we focus on the specific needs of each participant, while being good stewards of the funds we are granted. In the event our funding were eliminated or reduced, we would be forced to request additional funding through our local county council.

Is this PSC also seeking funding from IDOC to support operations during this grant period?

Yes

Amount requested from IDOC:

\$17,416

How will grant funds be used to increase the capacity and enrollment of your existing program and, if your current enrollment is less than the maximum capacity, please describe what barriers are preventing your court from reaching full capacity.

The Allen Circuit Veterans Court is always looking to add participants who meet the eligibility requirements of the program. We are constantly looking to identify, enroll, and provide services to the brave men and women of our armed services. The main barrier we have identified is the limited number of individuals who meet the eligibility requirements for the program. As such, we focus our attention on providing treatment and assistance to those individuals who do qualify for the program and provide them the resources to return to a law abiding lifestyle.

Additional Comments (Optional)

2026 PSC Grant Budget

PSC 2026 Budget Template IOCS grant Vet Court.xlsx

Questions

Programmatic questions must be submitted to the IOCS grants email: iocsgroups@courts.in.gov. Please allow 1-2 days for a response.

For technical support with the eCivis platform, please review the SBA: Grants Management website. <https://www.in.gov/sba/grants/resources-for-subrecipients/>

DO NOT TOUCH BELOW THIS LINE.

Average Score

Budget Worksheet

View Budget Worksheet

<https://portal.ecivis.com/peerBudget/B836729D-564D-446E-9F27-23CC772CC081>

Application Goals

View Application Goals

<https://portal.ecivis.com/peerGoals/A5820526-EFE1-455F-9CCC-86003218CDBE>

of Reviews

0

of Denials

0

Applications: File Attachments

2026 PSC Grant Budget

PSC 2026 Budget Template IOCS grant Vet Court.xlsx

Applicant Information

Tell us about you.

Linked Applicant

steve.keele@co.allen.in.us

First name

Steve

Last name

Keele

Email (For eCivis Purposes: DO NOT EDIT OR DELETE)

steve.keele@co.allen.in.us

Applicant Type

Organization

Title

Assistant Chief Probation Officer

Company/Organization

Allen County Adult Probation

Fax

Doing Business As (DBA)

Company/Organization Website

Address

Rousseau Centre, 1 E. Main Street, 8th Floor

Address 2

City

Fort Wayne

County

Allen

State

Indiana

Zip Code

46802

Telephone Number

2604497113

Extension

Organization Information

Provide the information for the organization applying.

Organization Name

Allen County Adult Probation

Doing Business As (DBA)

Organization Type

County Government

Taxpayer Identification Number (TIN)

356000124

Does this organization have a Unique Entity ID (UEI) issued by the System for Award Management (SAM.gov)?

No

DUNS

Does this organization have an additional federal or state identifier?

No

Organization Address

Address

Rousseau Centre, 1 E. Main Street, 8th Floor

Address 2

City

Fort Wayne

County

Allen

State

Indiana

Zip

46802

Telephone Number

260-449-7113

Extension

Are you the Authorized Representative for this Organization?

No

Region

Enter the information for the person who is able to enter into an agreement on behalf of the organization.

Name

Eric Zimmerman

Title

Chief Probation Officer

Organization Name

Allen County Adult Probation

Doing Business As (DBA)**Email**

eric.zimmerman@co.allen.in.us

Telephone Number

2604497113

Extension

If applicable, enter the additional federal or state identifier for the Authorized Representative's organization.

Are you the Business/Finance Contact for this Organization?

No

Enter the information for the person who leads the organization's finances e.g., Chief Financial Officer (CFO) or Treasurer.

Name

Angela Terry

Title

Finance Director

Organization Name

Allen County Adult Probation

Doing Business As (DBA)**Email**

angela.terry@allencircuitcourt.us

Telephone Number

2604497113

Extension

If applicable, enter the additional federal or state identifier for the Business/Finance Contact's organization.

Are you the Lead Organizational Grant Administrator for this Organization?

Yes

Budget: 75933624

Application

Allen Circuit Veterans Court

Please use the following link to view the application budget. This link will open in a new window.

<https://portal.ecivis.com/#/peerBudget/B836729D-564D-446E-9F27-23CC772CC081>

Budget Status

Not Approved

Exhibit B

Indiana Supreme Court
IOCS Problem-Solving Court Grant
Financial Report



County and PSC Model: Allen Veterans Court 2026 CY

	Budget	Jan 1-Mar 31, 2026	Apr 1-Jun 30, 2026	Jul 1-Sep 30, 2026	Oct 1-Dec 31, 2026	Balance
100 Series: Employee personnel: Please list each position separately and indicate if they are F/T or P/T						
Total 100 Series	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
200 Series: Supplies: List each separately						
Incentives	\$ 2,500.00					\$ 2,500.00
Drug Test Supplies	\$ 1,500.00					\$ 1,500.00
Graduation Supplies	\$ 500.00					\$ 500.00
Total 200 Series	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00
300 Series: Contracts and Services: List each separately						
Graduation Supplies	\$ 2,500.00					\$ 2,500.00
Total 300 Series	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
Total	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ 7,000.00



COUNTY COUNCIL

REQUEST FOR TRANSFERS WITHIN FUND BUT BETWEEN SERIES

DEPARTMENT:

NAME OF FUND:

TOTAL AMOUNT TO BE TRANSFERRED:

FROM LINE ITEM:	<input type="text" value="131-6101-412.21-11"/>	\$	<input type="text" value="4897"/>	AMOUNT
	<input type="text" value="131-6101-412.39-70"/>	\$	<input type="text" value="1700"/>	
	<input type="text"/>	\$	<input type="text"/>	
TO LINE ITEM:	<input type="text" value="128-6101-412.21-10"/>	\$	<input type="text" value="6097"/>	
	<input type="text" value="128-6101-412.21-12"/>	\$	<input type="text" value="500"/>	
	<input type="text"/>	\$	<input type="text"/>	

WHY IS THIS NEEDED?

PROJECTED EXPENDITURE FOR TRANSFER-OUT LINE ITEM:

IS THERE SUFFICIENT FUNDING FOR FUTURE NEEDS AFTER TRANSFER?

WHY IS THERE EXTRA MONEY IN THE TRANSFER-OUT LINE ITEM?

DISCUSSED WITH LIAISON?

LIAISON'S NAME:

After saving this form, email it to
Becky Butler in the Auditor's Office



INDIANA SUPREME COURT

251 N Illinois St | Suite 1600
Indianapolis, Indiana 46204

Office of Judicial Administration

COURTS.IN.GOV

August 25, 2025

2026 Problem-Solving Court Grant Award

Grantee:	Allen Circuit Mental Health Court
Grant Number:	26-CSPSC-C02-CMH-1
Grant Period:	January 1, 2026 – December 31, 2026
Date of Award:	January 1, 2026
Award Amount:	\$64,017

The Indiana Office of Court Services (IOCS) has awarded Grantee funds for the purpose described in the attached Grant Agreement. By signing this grant award, the Grantee agrees that the funds will be spent in the manner described in the Grant Agreement and the conditions set forth in this award letter.

As a condition of the Grant Agreement, the Grantee agrees to submit an annual report in accordance with the Indiana Problem-Solving Court Rules and as adopted by the Judicial Conference of Indiana (“Rules”). Grantee must also submit performance measures and financial reports to IOCS as directed. A summary of the data and performance measures should be included in Grantee’s annual report. Any funds that are not expended in accordance with the attached Grant Agreement by December 31, 2026, must be returned to IOCS by March 1, 2027, unless otherwise directed by IOCS.

Sincerely,

Angie Hensley-Langrel
Programmatic Grants Manager

PROBLEM-SOLVING COURT SERVICES GRANT AGREEMENT

This Problem-Solving Court Services Grant Agreement (“Grant Agreement”), entered into by and between the Indiana Supreme Court, Office of Judicial Administration (OJA), Indiana Office of Court Services (“IOCS”) and Allen Circuit Mental Health Court (“Grantee”), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree:

1. Purpose of this Grant Agreement; Grant Funds.

- A. The purpose of this Grant Agreement is to enable IOCS to award a grant, in an amount to be determined by IOCS and specified in the Grant Award Letter that is hereby incorporated fully by reference, to the Grantee for eligible costs of the services or project (“Project”) described in the Grant Application, as amended by OJA (**Exhibit A**) which is attached to this Grant Agreement and also incorporated fully by reference.
- B. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and the Approved Project Budget (**Exhibit B**) and in conformance with any applicable Indiana Code provisions, as well as any applicable rules or policies established by the Indiana Supreme Court. The funds received by the Grantee pursuant to this Grant Agreement shall be used only to implement the Project or provide the services in conformance with this Grant Agreement and for no other purpose.

2. Representations and Warranties of the Grantee.

- A. The Grantee expressly represents and warrants to IOCS that it is eligible to receive these Grant funds and that the information set forth in its grant application is true, complete, and accurate. The Grantee expressly agrees to promptly repay all funds paid to it under this Grant Agreement should it be determined that either it was ineligible to receive the funds, or it made any material misrepresentation on the Grant Application.
- B. The Grantee certifies by entering into this Grant Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant Agreement by any federal or state department or agency. The term “principal” for purposes of this Grant Agreement is defined as an officer, director, owner, partner, key employee, other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.

3. Implementation of and Reporting on the Project.

- A. The Grantee shall implement and complete the Project in accordance with the plans and specifications contained in **Exhibit A**. Any modification of the Project from the description given in **Exhibit A** shall require prior written approval from IOCS.
- B. The Grantee shall submit to IOCS written progress and financial reports until the completion of the Project. These reports shall be submitted in accordance with the requirements set forth in **Exhibits A&B** and as requested by IOCS.

- 4. **Term.** This Grant Agreement commences on **January 1, 2026**, and shall remain in effect through **December 31, 2026**. Any funds that are not expended in accordance with this Grant Agreement by **December 31, 2026**, must be returned to IOCS by **March 1, 2027**, unless otherwise directed by IOCS.

5. Grant Funding. Grantee explicitly covenants that it shall promptly repay to IOCS all funds not spent in conformance with this Grant Agreement.

- A. IOCS shall fund this grant during its Term and all grant funds must be spent no later than **December 31, 2026**. The Approved Project Budget is set forth in **Exhibit B**. The Grantee shall not make substantial modifications to any line item in the Approved Project Budget without the prior written consent of IOCS.
- B. The disbursement of grant funds to the Grantee shall not be made until all documentary materials required by this Grant Agreement have been received and approved by IOCS and this Grant Agreement has been fully authorized by IOCS. Any funds that are not expended in accordance with this Grant Agreement by December 31, 2026, must be returned to IOCS by March 1, 2027, unless otherwise directed by IOCS.

6. Payment of Grant.

- A. IOCS agrees to award grant funds following execution of this Grant Agreement. As required by IC 4-13-2-14.8, payment shall be direct deposited by electronic funds transfer to the financial institution designated by the Grantee in writing unless a specific waiver has been obtained from the Indiana State Comptroller's Office.
- B. IOCS may require evidence furnished by the Grantee that substantial progress has been made toward the Project at any point during and after the grant Term.
- C. As a condition of this Grant Agreement, the Grantee agrees to submit an annual report in accordance with the Indiana Problem-Solving Court Rules and as adopted by the Judicial Conference of Indiana ("Rules"). Grantee must submit performance measures and financial reports to IOCS as directed. A summary of the data and performance measures should be included in Grantee's annual report.
- D. The Grantee shall promptly repay IOCS for any grant funds it utilizes for expenses that are deemed to be "ineligible" or "fraudulent" by any of the following: IOCS, the Indiana State Board of Accounts, or any other audit or monitoring of Grantee. Grantee shall return all unexpended grant funds upon the expiration or termination of this Grant Agreement.

7. Project Monitoring by IOCS. IOCS may conduct on-site or off-site monitoring reviews of the Project. The Grantee shall extend its full cooperation and give full access to the Project site and to relevant documentation to IOCS or its authorized designees for the purpose of determining, among other things:

- A. whether Project activities are consistent with those set forth in the terms and conditions of this Grant Agreement, the grant application in **Exhibit A**, and the Approved Project Budget in **Exhibit B**.
- B. the actual expenditure of state funds expended to date on the Project is in conformity with amounts for each budget line item as contained in **Exhibit B**.
- C. The Grantee is making timely progress with the Project, and its project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Grant Agreement and are fully and accurately reflected in Project reports submitted to IOCS.

8. Audits and Maintenance of Records. The Grantee may be required to submit to an audit of funds paid through this Grant Agreement, and shall make all books, accounting records and other documents available at all reasonable times during the Term of this Grant Agreement and for a period of three (3) years after final payment for inspection by IOCS or its authorized designee. Copies shall be furnished to IOCS at no cost.

9. Compliance with Laws.

- A. The Grantee shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Grant Agreement shall be reviewed by IOCS and the Grantee to determine whether the provisions of this Grant Agreement require formal modification.
- B. The Grantee and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State of Indiana as set forth in IC 4-2-6, et seq., IC 4-2-7, et seq. and the regulations promulgated thereunder. **If the Grantee has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in this Grant, the Grantee shall ensure compliance with the disclosure requirements in IC 4-2-6-10.5 prior to the execution of this Grant Agreement.** If the Grantee or its agents violate any applicable ethical standards, the IOCS may, in its sole discretion, terminate this Grant Agreement immediately upon notice to the Grantee. In addition, the Grantee may be subject to penalties under IC 4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.
- C. The Grantee certifies by entering into this Grant Agreement that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory, or judicially required payments to the State of Indiana or to IOCS. The Grantee agrees that any payments currently due to the State of Indiana or to IOCS may be withheld from payments due to the Grantee. Additionally, payments may be withheld, delayed, or denied and/or this Grant Agreement suspended until the Grantee is current in its payments and has submitted proof of such payment to the State of Indiana or to IOCS.
- D. The Grantee warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify IOCS of any such actions. During the term of such actions, the Grantee agrees that IOCS may suspend funding for the Project.
- E. The Grantee warrants that the Grantee and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for IOCS. Failure to do so may be deemed a material breach of this Grant Agreement and grounds for immediate termination and denial of future grant opportunities with IOCS.
- F. The Grantee affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.
- G. As required by IC 5-22-3-7:

- (1) The Grantee and any principals of the Grantee certify that:
 - (A) the Grantee, except for de minimis and nonsystematic violations, has not violated the terms of:
 - (i) IC 24-4.7 [Telephone Solicitation of Consumers].
 - (ii) IC 24-5-12 [Telephone Solicitations]; or
 - (iii) IC 24-5-14 [Regulation of Automatic Dialing Machines].in the previous 365 days, even if IC 24-4.7 is preempted by federal law; and
 - (B) the Grantee will not violate the terms of IC 24-4.7 for the duration of this Grant Agreement, even if IC 24-4.7 is preempted by federal law.
- (2) The Grantee and any principals of the Grantee certify that an affiliate or principal of the Grantee and any agent acting on behalf of the Grantee or on behalf of an affiliate or principal of the Grantee, except for de minimis and nonsystematic violations,
 - (A) has not violated the terms of IC 24-4.7 in the previous 365 days, even if IC 24-4.7 is preempted by federal law; and
 - (B) will not violate the terms of IC 24-4.7 for the duration of this Grant Agreement even if IC 24-4.7 is preempted by federal law.

10. Drug-Free Workplace Certification. The Grantee hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. Grantee will give written notice to the State within ten (10) days after receiving actual notice that the Grantee, or an employee of the Grantee in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the Grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this Grant Agreement is in excess of \$25,000.00, the Grantee certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
- B. Establishing a drug-free awareness program to inform its employees of: (1) the dangers of drug abuse in the workplace; (2) the Grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will: (1) abide by the terms of the statement; and (2) notify the Grantee of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and
- D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and

- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

11. Debarment and Suspension.

- A. The Grantee certifies by entering into this Grant Agreement that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant by any federal agency or by any department, agency or political subdivision of the State. The term “principal” for purposes of this Grant Agreement means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.
- B. The Grantee certifies that it has verified the suspension and debarment status for all subcontractors receiving funds under this Grant Agreement and shall be solely responsible for any recoupments or penalties that might arise from non-compliance. The Grantee shall immediately notify IOCS if any subcontractor becomes debarred or suspended, and shall, at the IOCS’s request, take all steps required by the IOCS to terminate its contractual relationship with the subcontractor for work to be performed under this Grant Agreement.

12. Employment Eligibility Verification. As required by IC 22-5-1.7, the Grantee hereby swears or affirms under the penalties of perjury that:

- A. The Grantee has enrolled and is participating in the E-Verify program.
- B. The Grantee has provided documentation to IOCS that it has enrolled in and is participating in the E-Verify program.
- C. The Grantee does not knowingly employ an unauthorized alien.
- D. The Grantee shall require its contractors who perform work under this Grant Agreement to certify to Grantee that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Grantee shall maintain this certification throughout the duration of the term of its contract with its contractor(s).

IOCS may terminate for default if the Grantee fails to cure a breach of this provision no later than 30 days after being notified by IOCS.

13. Funding Cancellation. When the Chief Administrative Officer of the Office of Judicial Administration makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement, the Grant Agreement shall be canceled.

A determination by the Chief Administrative Officer that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement shall be final and conclusive.

- 14. Governing Law.** This Grant Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana. Suit, if any, must be brought in the State of Indiana.
- 15. Indemnification.** Grantee shall defend, indemnify, and hold harmless IOCS, its agents, officials, and employees from all third-party claims and suits including court costs, attorney's fees, and other expenses caused by any act or omission of the Grantee, employees and/or its subcontractors, if any, in the performance and/or provision of services under this Grant Agreement.
- 16. Independent Contractor.** All parties hereto, in the performance of this Grant Agreement, will be acting in an individual capacity and not as agents, employees, partners, joint ventures, or associates of one another. The employees of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. Neither party will assume liability for any injury to any persons or any damage to any property arising out of the acts or omissions of the agents, employees, or subcontractors of the other party.
- 17. Nondiscrimination.** Pursuant to the Indiana Civil Rights Law, specifically IC § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Grantee covenants that it shall not discriminate against any employee or applicant for employment relating to this Grant Agreement with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Grantee certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.
- 18. Notice to Parties.** Whenever any notice, statement or other communication is required under this Grant Agreement, it shall be sent by email as directed in the Grant Application.
- 19. Order of Precedence.** Any inconsistency or ambiguity in this Grant Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal or state law; (2) this Grant Agreement; (3) Notice to Apply for Grant; and (4) the Grant Application.
- 20. Public Record.** The Grantee acknowledges that IOCS will not treat this Grant Agreement as containing confidential information. IOCS does not have a duty to provide notice to Grantee regarding any disclosure of information related to this Grant Agreement made by IOCS. Use by the public of information contained in this Grant Agreement shall not be considered an act by IOCS.
- 21. Termination.** This Grant Agreement may be terminated, in whole or in part, by IOCS whenever, for any reason, IOCS determines that such termination is in the best interest of IOCS. Termination shall be affected by delivery to the Grantee of a Termination Notice, specifying effective date of termination and extent of termination. The Grantee may use grant funds for completion of approved Project expenditures properly done prior to the effective date of termination. IOCS will not be liable for work on the Project performed after the effective date of termination. In no case shall total payment made to

the Grantee exceed the original grant. The Grantee explicitly covenants that it shall promptly repay to IOCS all unused grant funds upon termination of the Grant Agreement.

22. Travel. Only expenses for travel related to trainings required by or recommended by IOCS will be reimbursed. These expenses will be reimbursed in accordance with the Grantee's travel policies.

23. State Boilerplate Affirmation Clause. I swear or affirm under the penalties of perjury that I have not altered, modified, changed or deleted IOCS' standard grant agreement clauses.

Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that the undersigned is a properly authorized representative, agent, member or officer of the Grantee to enter into this Grant Agreement. Further, to the undersigned’s knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Grantee, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Grant Agreement other than that which appears upon the face hereof.

Agreement to Use Electronic Signatures

The parties agree that electronic signatures are allowable but are not required.

In Witness Whereof, Grantee and IOCS have, through their duly authorized representatives, entered into this Grant Agreement. The parties, having read and understood the foregoing terms of this Grant Agreement, do by their respective signatures dated below agree to the terms thereof.

Grantee

By: Hon. Ashley Hand
Judicial Officer: Hon. Ashley Hand
Date: 10/6/2025

Office of Judicial Administration

By: Justin P. Forkner
Justin P. Forkner, Chief Administrative Officer
Date: 10/3/2025

By: Bobbie Guin
Coordinator: Bobbie Guin
Date: 10/6/2025

2026 Problem-Solving Court Grant Application - **Exhibit A**

Problem-Solving Court Grant Application

Purpose and Availability of Funds

The Indiana Office of Court Services is accepting grant applications to provide financial assistance to certified problem-solving courts established pursuant to IC 33-23-16 and the Indiana Problem-Solving Court Rules and as adopted by the Judicial Conference of Indiana.

Eligible Entities

The grant application is open to all problem-solving courts certified by the Indiana Office of Court Services as of April 12, 2025. If your agency received previous problem-solving court funding, all required reports must be current for funding consideration.

Application Procedures

Applicants must provide a brief description of the proposed project and a detailed budget of how the funds will be used. Match funds are not required, but if receiving funding for your problem-solving court from other sources, this should be included in the designated budget section. Grant requests may be reduced based on available funds.

There will not be any other grant application released from IOCS to fund problem-solving courts for 2026 funding. Award decisions will be made based upon the applicant's ability to demonstrate need. Courts that receive an award amount different than requested in the application will receive a revised budget with the award letter and grant agreement from the Indiana Office of Court Services prior to receiving funds.

Award Period and Reporting Requirements

Grant funds will be awarded for a 12-month budget cycle beginning on January 1, 2026, and ending December 31, 2026. Grantee must submit an annual report in accordance with the Indiana Problem-Solving Court Rules and as adopted by the Judicial Conference of Indiana. The Grantee must also submit performance measures and financial reports to IOCS as directed. A summary of the data and performance measures should be included in Grantee's annual report. Grantee must submit quarterly financial reports and an annual report provided by the Indiana Office of Court Services not later than January 31, 2027. Failure to comply with reporting requirements may impact future grant awards.

Allowable Costs

Courts may submit applications for costs related to:

- personnel (salary and benefits)
- incentives (capped at \$3,500 and receipts for incentives will be required)
- drug tests
- program evaluation expenses
- training for team members
- participant needs (Work Release, GPS/electronic monitoring or other program fees are excluded. Allowable expenses may include treatment services not otherwise covered, emergency housing or participant transportation.)

Other requests may be considered depending on fund availability.

Please direct application questions to: iocsgrants@courts.in.gov

Applications must be submitted electronically and received by 6:00 pm EST on April 12, 2025.

Applications received after the deadline may not be considered.

Applications: Allen Circuit Restoration Court

Profile

steve.keele@co.allen.in.us

Application/Project Title

Allen Circuit Restoration Court

Organization Name

Allen County Adult Probation

START BUILDING YOUR APPLICATION BELOW THIS LINE.

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Other requests may be considered depending on fund availability.

Applicant Information

County

Allen County

PSC Coordinator

Bobbie Guin

PSC Coordinator Email

bobbie.guin@co.allen.in.us

PSC Judge

Ashley N. Hand

Is the PSC currently receiving IOCS grant funds?

Yes

Program Description

PSC Type

Adult

Adult PSC Model

Mental Health Court

Program Status: Select one of the options below.

Operational (Certified or Provisionally Certified)

PSC Implementation Date (Estimated date if in Planning Stages):

01/01/2004

Current number of enrolled/active participants:

108

Maximum capacity PSC can currently serve:

165

Number of graduates in 2024:

31

Number of graduates to date:

536

Number of participants to be admitted during the grant period:

30

Number of participants to be served during the grant period:

180

Average Caseload Size:

55

Provide a brief description of your target population, eligibility requirements, use of assessment tools, general operations and governance.

The Allen Circuit Restoration Court Program serves participants from the Allen Circuit Court with co-occurring mental illness and addictions who are statutorily eligible for supervision with Allen County Adult Probation (ACAP). Participants undergo multiple screeners, WRAT-4, GAIN-SS, SASS-4, DRI-2, Medication Treatment Eligibility, Pre-Trial IRAS and a Full Forensic Mental Health Evaluation to confirm that they meet the criteria of the co-occurring mental illness and addictions.

A participant agrees to participate in the Allen Circuit Restoration Court Program pursuant to IC 33-23-16 and has been charged with an eligible offense according to IC 35-38-2.5-5 or 35-38-2.6-1. A determination is made that the participant meets the eligibility requirements of Allen County Adult Probation for placement and/or as a condition of a program authorized by the Judge of the Allen County Restoration Court Program.

Financial Information

Total amount of IOCS grant funds requested for 2026?

\$65,717

Briefly describe the project or purpose areas for which grant funds are sought. Please include detailed information on the costs related to each project or purpose area. Applicants must also complete the budget worksheet to uploaded to with this application.

Incentives / Rewards:

Fishbowl incentive drawings are applicable to all Problem-Solving Court participants and are intended to spotlight desired behavioral objectives of participants as well as motivate and encourage participant compliance. While higher risk/needs participants will attend court more often than lower risk/needs participants, this falls in line with the purpose of the fishbowl philosophy as it pertains to risk/needs. That is, the use of tangible incentives may be particularly impactful for higher risk participants who (as a whole) historically and ordinarily experience the poorest outcomes in correctional or community supervision settings. Many high/moderate risk individuals have habituated to punishment historically and are therefore not accustomed to receiving positive reinforcement. Tangible rewards (Fishbowl Incentives) may therefore exert substantially greater control over their behavior than threats of punishment alone. Low-Magnitude rewards should generally be administered for proximal behaviors while High-Magnitude rewards should generally be administered for distal behaviors.

Progression Tracker:

Throughout the five (5) Phases of the Restoration Court Program, the participant gathers certificates of achievements to that show the progress that they are making throughout the program. To aid in recognizing these accomplishments, we are requesting funds to supplement binders that would be issued to the participant at their intake. Not only would this allow the participant to reflect on their accomplishments, it would aid in their organizational skill set in maintaining the binder.

Graduation:

We have found it valuable to highlight a participant's achievement to the Court, the team and, all attending participants. Participants are given the opportunity to address the court and the current participants about the time in the program. The participant is also presented with a framed Certificate of Completion and a gift card.

Drug Test:

Drug testing is an integral part of the Problem Solving Court model. The more frequently Problem Solving Courts and probation programs perform urine drug testing, the better their outcomes in terms of higher graduation rates and lower drug use and criminal recidivism. In focus groups, Problem Solving Court participants consistently identified frequent drug and alcohol testing as being among the most influential factors for success in the program. Our current drug testing schedule for the participant is based off their risk level and their phase of the program.

Training for Team Members:

Training with Directed Practice is the 4th principle in "The Eight Principle of Effective Interventions." Prosocial skills should be taught, demonstrated, practiced, and reinforced during case management appointments. ACAP is requesting support from the Indiana Supreme Court to aid in the funding to attend trainings that are specific in continuing education hours and in evidence-based practices, as recommended by the Indiana Office of Court Services. According to the Problem-Solving Courts Rules, most recently updated and effective April 7, 2021, the Coordinator and each case manager shall complete twelve (12) hours annually of job specific continuing education with six (6) of those hours in evidence-based practices as approved by the Problem-Solving Court Judge. There is currently twelve (12) team members on the Restoration Court Program

Personnel:

The current caseload structure consists of, one (1) Home Detention Case Manager, supervising participants only in need Electronic Monitoring supervision, two (2) Probation Officers, and (1) Case Manager (employed by ACAP) that works closely with the Probation Officers, allowing the caseloads to be managed in optimal detail. To achieve positive results, probation officers must respond to infractions and achievements by

delivering effective behavioral contingencies (incentives and sanctions) and ensuring probationers receive effective and adequate evidence-based treatment and social services.

The primary job responsibilities of the ACAP Case Manager is to oversee and manage participants in Phase IV and Phase V of the Restoration Court Program. This allows the two (2) Probation Officers to oversee and manage participants in Phase I, II and III. These participants present the highest risk and need. A Case Manager will be utilized to supervise those participants in the phases associated with continued compliance and care, to ensure necessary time is allotted to those participants, minimizing relapse and creating and implementing an effective after care plan.

Participant Transportation:

Currently, 98% of our participant current offense is Operating While Intoxicated. In the beginning Phases of the program, a barrier that a participant may face, is transportation. The Restoration Court Public Defender has worked with the majority of our participants on obtaining Special Driving Privileges (SDP). This is vital to many of the participants to be successful in the program and in everyday responsibilities. However, the State of Indiana will not approve SDP for participants that refused a PBT at their arrest. They remain under a one (1) year license suspension. A monthly bus pass could provide those participants, or others that lack transportation for various reasons, a reliable form of transportation to meet their obligations.

Funding being requested for CY2026:

Personnel	\$50,620.00
Incentives / Rewards	\$3,500.00
Drug Test	\$6,097.00
Training for Team Members	\$4,200.00
Contractual Services:	\$800.00
Graduation Supplies	\$500.00

Describe any current or anticipated funding sources, such as county general funds, other grant funds, user fees, etc. and the funding stability of your court/agency. Include current funding sources, amounts and award period, and plans for becoming self-sustaining.

The Allen Circuit Restoration Court Program is currently funded by County General, Indiana Office of Court Services grants, Indiana Department of Correction grants, and user fees. For CY2025, we received grant funding of \$65,717 from IOCS; \$52,245 from DOC; and \$195,075 from county general and user fees. The Allen County Adult Probation Department and the Allen Circuit Restoration Court are good stewards of all funding received and are requesting the same amount of grant funds from both the Indiana Office of Court Services and Indiana Department of Correction in our CY2026 proposals. We anticipate the cost of administering these programs to continue to increase and are prepared to absorb that cost through local tax dollars and user fees.

Is this PSC also seeking funding from IDOC to support operations during this grant period?

Yes

Amount requested from IDOC:

\$52,245

How will grant funds be used to increase the capacity and enrollment of your existing program and, if your current enrollment is less than the maximum capacity, please describe what barriers are preventing your court from reaching full capacity.

The Allen Circuit Restoration Court strives to identify and enroll all eligible individuals for the Restoration Court Program. The entire team works to educate individuals of the program benefits and works closely with them once enrolled to provide services and encourage success. Staff members meet on a weekly basis to discuss participant progress and ways to motivate consistent change within them.

Additional Comments (Optional)

2026 PSC Grant Budget

PSC 2026 Budget Template IOCS grantRestorationCourt.xlsx

Questions

Programmatic questions must be submitted to the IOCS grants email: iocsgrants@courts.in.gov.

Please allow 1-2 days for a response.

For technical support with the eCivis platform, please review the SBA:

Grants Management website. <https://www.in.gov/sba/grants/resources-for-subrecipients/>

DO NOT TOUCH BELOW THIS LINE.

Average Score

Budget Worksheet

View Budget Worksheet

<https://portal.ecivis.com/#!/peerBudget/B39A38A2-EF4C-4294-82A6-20A761E3CB5E>

Application Goals

View Application Goals

<https://portal.ecivis.com/#!/peerGoals/5ECC2C30-92EE-4538-BF0D-4C3A2E2430BB>

of Reviews

0

of Denials

0

Applications: File Attachments

2026 PSC Grant Budget

PSC 2026 Budget Template IOCS grantRestorationCourt.xlsx

Applicant Information

Tell us about you.

Linked Applicant

steve.keele@co.allen.in.us

First name

Steve

Last name

Keele

Email (For eCivis Purposes: DO NOT EDIT OR DELETE)

steve.keele@co.allen.in.us

Applicant Type

Organization

Title

Assistant Chief Probation Officer

Company/Organization

Allen County Adult Probation

Fax

Doing Business As (DBA)

Company/Organization Website

Address

Rousseau Centre, 1 E. Main Street, 8th Floor

Address 2

City

Fort Wayne

County

Allen

State

Indiana

Zip Code

46802

Telephone Number

2604497113

Extension

Organization Information

Provide the information for the organization applying.

Organization Name

Allen County Adult Probation

Doing Business As (DBA)

Organization Type

County Government

Taxpayer Identification Number (TIN)

356000124

Does this organization have a Unique Entity ID (UEI) issued by the System for Award Management (SAM.gov)?

No

DUNS

Does this organization have an additional federal or state identifier?

No

Organization Address

Address

Rousseau Centre, 1 E. Main Street, 8th Floor

Address 2

City

Fort Wayne

County

Allen

State

Indiana

Zip

46802

Telephone Number

260-449-7113

Extension

Are you the Authorized Representative for this Organization?

No

Region

Enter the information for the person who is able to enter into an agreement on behalf of the organization.

Name

Eric Zimmerman

Title

Chief Probation Officer

Organization Name

Allen County Adult Probation

Doing Business As (DBA)**Email**

eric.zimmerman@co.allen.in.us

Telephone Number

2604497113

Extension

If applicable, enter the additional federal or state identifier for the Authorized Representative's organization.

Are you the Business/Finance Contact for this Organization?

No

Enter the information for the person who leads the organization's finances e.g., Chief Financial Officer (CFO) or Treasurer.

Name

Angela Terry

Title

Finance Director

Organization Name

Allen County Adult Probation

Doing Business As (DBA)**Email**

angela.terry@allencircuitcourt.us

Telephone Number

2604497113

Extension

If applicable, enter the additional federal or state identifier for the Business/Finance Contact's organization.

Are you the Lead Organizational Grant Administrator for this Organization?

Yes

Budget: 75630436

Application

Allen Circuit Restoration Court

Please use the following link to view the application budget. This link will open in a new window.

<https://portal.ecivis.com/#/peerBudget/B39A38A2-EF4C-4294-82A6-20A761E3CB5E>

Budget Status

Not Approved

Exhibit B

Indiana Supreme Court
IOCS Problem-Solving Court Grant
Financial Report



County and PSC Model:

Allen Circuit Restoration Court

2026 CY

	Budget	Jan 1-Mar 31, 2026	Apr 1-Jun 30, 2026	Jul 1-Sep 30, 2026	Oct 1-Dec 31, 2026	Balance
100 Series: Employee personnel: Please list each position separately and indicate if they are F/T or P/T						
<i>Full-time Case Manager</i>						
Salary	\$ 47,023.00					\$ 47,023.00
Benefits	\$ 3,597.00					\$ 3,597.00
<i>Position</i>						
Salary						\$ -
Benefits						\$ -
<i>Position</i>						
Salary						\$ -
Benefits						\$ -
<i>Position</i>						
Salary						\$ -
Benefits						\$ -
Total 100 Series	\$ 50,620.00	\$ -	\$ -	\$ -	\$ -	\$ 50,620.00
200 Series: Supplies: List each separately						
Incentives	\$ 3,500.00					\$ 3,500.00
Drug Screen Supplies	\$ 6,097.00					\$ 6,097.00
Graduation supplies	\$ 500.00					\$ 500.00
						\$ -
						\$ -
						\$ -
Total 200 Series	\$ 10,097.00	\$ -	\$ -	\$ -	\$ -	\$ 10,097.00
300 Series: Contracts and Services: List each separately						
Training/Seminars	\$ 2,500.00					\$ 2,500.00
Participant Services	\$ 800.00					\$ 800.00
						\$ -
						\$ -
						\$ -
						\$ -
Total 300 Series	\$ 3,300.00	\$ -	\$ -	\$ -	\$ -	\$ 3,300.00
Total	\$ 64,017.00	\$ -	\$ -	\$ -	\$ -	\$ 64,017.00



COUNTY COUNCIL

REQUEST FOR TRANSFERS WITHIN FUND BUT BETWEEN SERIES

DEPARTMENT:

NAME OF FUND:

TOTAL AMOUNT TO BE TRANSFERRED:

FROM LINE ITEM:	<input type="text" value="877-6101-412.39-70"/>	\$	<input type="text" value="1500"/>	AMOUNT
	<input type="text"/>	\$	<input type="text"/>	
	<input type="text"/>	\$	<input type="text"/>	
TO LINE ITEM:	<input type="text" value="877-6101-412.29-12"/>	\$	<input type="text" value="1500"/>	
	<input type="text"/>	\$	<input type="text"/>	
	<input type="text"/>	\$	<input type="text"/>	

WHY IS THIS NEEDED?

PROJECTED EXPENDITURE FOR TRANSFER-OUT LINE ITEM:

IS THERE SUFFICIENT FUNDING FOR FUTURE NEEDS AFTER TRANSFER?

WHY IS THERE EXTRA MONEY IN THE TRANSFER-OUT LINE ITEM?

DISCUSSED WITH LIAISON?

LIAISON'S NAME:

After saving this form, email it to
Becky Butler in the Auditor's Office



INDIANA SUPREME COURT

251 N Illinois St | Suite 1600
Indianapolis, Indiana 46204

Office of Judicial Administration

COURTS.IN.GOV

August 25, 2025

2026 Problem-Solving Court Grant Award

Grantee:	Allen Circuit OVWI
Grant Number:	26-CSPSC-C02-OVWI-1
Grant Period:	January 1, 2026 – December 31, 2026
Date of Award:	January 1, 2026
Award Amount:	\$63,270

The Indiana Office of Court Services (IOCS) has awarded Grantee funds for the purpose described in the attached Grant Agreement. By signing this grant award, the Grantee agrees that the funds will be spent in the manner described in the Grant Agreement and the conditions set forth in this award letter.

As a condition of the Grant Agreement, the Grantee agrees to submit an annual report in accordance with the Indiana Problem-Solving Court Rules and as adopted by the Judicial Conference of Indiana (“Rules”). Grantee must also submit performance measures and financial reports to IOCS as directed. A summary of the data and performance measures should be included in Grantee’s annual report. Any funds that are not expended in accordance with the attached Grant Agreement by December 31, 2026, must be returned to IOCS by March 1, 2027, unless otherwise directed by IOCS.

Sincerely,

Angie Hensley-Langrel
Programmatic Grants Manager

PROBLEM-SOLVING COURT SERVICES GRANT AGREEMENT

This Problem-Solving Court Services Grant Agreement (“Grant Agreement”), entered into by and between the Indiana Supreme Court, Office of Judicial Administration (OJA), Indiana Office of Court Services (“IOCS”) and Allen Circuit OVWI (“Grantee”), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree:

1. Purpose of this Grant Agreement; Grant Funds.

- A. The purpose of this Grant Agreement is to enable IOCS to award a grant, in an amount to be determined by IOCS and specified in the Grant Award Letter that is hereby incorporated fully by reference, to the Grantee for eligible costs of the services or project (“Project”) described in the Grant Application, as amended by OJA (**Exhibit A**) which is attached to this Grant Agreement and also incorporated fully by reference.
- B. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and the Approved Project Budget (**Exhibit B**) and in conformance with any applicable Indiana Code provisions, as well as any applicable rules or policies established by the Indiana Supreme Court. The funds received by the Grantee pursuant to this Grant Agreement shall be used only to implement the Project or provide the services in conformance with this Grant Agreement and for no other purpose.

2. Representations and Warranties of the Grantee.

- A. The Grantee expressly represents and warrants to IOCS that it is eligible to receive these Grant funds and that the information set forth in its grant application is true, complete, and accurate. The Grantee expressly agrees to promptly repay all funds paid to it under this Grant Agreement should it be determined that either it was ineligible to receive the funds, or it made any material misrepresentation on the Grant Application.
- B. The Grantee certifies by entering into this Grant Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant Agreement by any federal or state department or agency. The term “principal” for purposes of this Grant Agreement is defined as an officer, director, owner, partner, key employee, other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.

3. Implementation of and Reporting on the Project.

- A. The Grantee shall implement and complete the Project in accordance with the plans and specifications contained in **Exhibit A**. Any modification of the Project from the description given in **Exhibit A** shall require prior written approval from IOCS.
- B. The Grantee shall submit to IOCS written progress and financial reports until the completion of the Project. These reports shall be submitted in accordance with the requirements set forth in **Exhibits A&B** and as requested by IOCS.

- 4. **Term.** This Grant Agreement commences on **January 1, 2026**, and shall remain in effect through **December 31, 2026**. Any funds that are not expended in accordance with this Grant Agreement by **December 31, 2026**, must be returned to IOCS by **March 1, 2027**, unless otherwise directed by IOCS.

5. Grant Funding. Grantee explicitly covenants that it shall promptly repay to IOCS all funds not spent in conformance with this Grant Agreement.

- A. IOCS shall fund this grant during its Term and all grant funds must be spent no later than **December 31, 2026**. The Approved Project Budget is set forth in **Exhibit B**. The Grantee shall not make substantial modifications to any line item in the Approved Project Budget without the prior written consent of IOCS.
- B. The disbursement of grant funds to the Grantee shall not be made until all documentary materials required by this Grant Agreement have been received and approved by IOCS and this Grant Agreement has been fully authorized by IOCS. Any funds that are not expended in accordance with this Grant Agreement by December 31, 2026, must be returned to IOCS by March 1, 2027, unless otherwise directed by IOCS.

6. Payment of Grant.

- A. IOCS agrees to award grant funds following execution of this Grant Agreement. As required by IC 4-13-2-14.8, payment shall be direct deposited by electronic funds transfer to the financial institution designated by the Grantee in writing unless a specific waiver has been obtained from the Indiana State Comptroller's Office.
- B. IOCS may require evidence furnished by the Grantee that substantial progress has been made toward the Project at any point during and after the grant Term.
- C. As a condition of this Grant Agreement, the Grantee agrees to submit an annual report in accordance with the Indiana Problem-Solving Court Rules and as adopted by the Judicial Conference of Indiana ("Rules"). Grantee must submit performance measures and financial reports to IOCS as directed. A summary of the data and performance measures should be included in Grantee's annual report.
- D. The Grantee shall promptly repay IOCS for any grant funds it utilizes for expenses that are deemed to be "ineligible" or "fraudulent" by any of the following: IOCS, the Indiana State Board of Accounts, or any other audit or monitoring of Grantee. Grantee shall return all unexpended grant funds upon the expiration or termination of this Grant Agreement.

7. Project Monitoring by IOCS. IOCS may conduct on-site or off-site monitoring reviews of the Project. The Grantee shall extend its full cooperation and give full access to the Project site and to relevant documentation to IOCS or its authorized designees for the purpose of determining, among other things:

- A. whether Project activities are consistent with those set forth in the terms and conditions of this Grant Agreement, the grant application in **Exhibit A**, and the Approved Project Budget in **Exhibit B**.
- B. the actual expenditure of state funds expended to date on the Project is in conformity with amounts for each budget line item as contained in **Exhibit B**.
- C. The Grantee is making timely progress with the Project, and its project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Grant Agreement and are fully and accurately reflected in Project reports submitted to IOCS.

8. Audits and Maintenance of Records. The Grantee may be required to submit to an audit of funds paid through this Grant Agreement, and shall make all books, accounting records and other documents available at all reasonable times during the Term of this Grant Agreement and for a period of three (3) years after final payment for inspection by IOCS or its authorized designee. Copies shall be furnished to IOCS at no cost.

9. Compliance with Laws.

- A. The Grantee shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Grant Agreement shall be reviewed by IOCS and the Grantee to determine whether the provisions of this Grant Agreement require formal modification.
- B. The Grantee and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State of Indiana as set forth in IC 4-2-6, et seq., IC 4-2-7, et seq. and the regulations promulgated thereunder. **If the Grantee has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in this Grant, the Grantee shall ensure compliance with the disclosure requirements in IC 4-2-6-10.5 prior to the execution of this Grant Agreement.** If the Grantee or its agents violate any applicable ethical standards, the IOCS may, in its sole discretion, terminate this Grant Agreement immediately upon notice to the Grantee. In addition, the Grantee may be subject to penalties under IC 4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.
- C. The Grantee certifies by entering into this Grant Agreement that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory, or judicially required payments to the State of Indiana or to IOCS. The Grantee agrees that any payments currently due to the State of Indiana or to IOCS may be withheld from payments due to the Grantee. Additionally, payments may be withheld, delayed, or denied and/or this Grant Agreement suspended until the Grantee is current in its payments and has submitted proof of such payment to the State of Indiana or to IOCS.
- D. The Grantee warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify IOCS of any such actions. During the term of such actions, the Grantee agrees that IOCS may suspend funding for the Project.
- E. The Grantee warrants that the Grantee and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for IOCS. Failure to do so may be deemed a material breach of this Grant Agreement and grounds for immediate termination and denial of future grant opportunities with IOCS.
- F. The Grantee affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.
- G. As required by IC 5-22-3-7:

- (1) The Grantee and any principals of the Grantee certify that:
 - (A) the Grantee, except for de minimis and nonsystematic violations, has not violated the terms of:
 - (i) IC 24-4.7 [Telephone Solicitation of Consumers].
 - (ii) IC 24-5-12 [Telephone Solicitations]; or
 - (iii) IC 24-5-14 [Regulation of Automatic Dialing Machines].in the previous 365 days, even if IC 24-4.7 is preempted by federal law; and
 - (B) the Grantee will not violate the terms of IC 24-4.7 for the duration of this Grant Agreement, even if IC 24-4.7 is preempted by federal law.
- (2) The Grantee and any principals of the Grantee certify that an affiliate or principal of the Grantee and any agent acting on behalf of the Grantee or on behalf of an affiliate or principal of the Grantee, except for de minimis and nonsystematic violations,
 - (A) has not violated the terms of IC 24-4.7 in the previous 365 days, even if IC 24-4.7 is preempted by federal law; and
 - (B) will not violate the terms of IC 24-4.7 for the duration of this Grant Agreement even if IC 24-4.7 is preempted by federal law.

10. Drug-Free Workplace Certification. The Grantee hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. Grantee will give written notice to the State within ten (10) days after receiving actual notice that the Grantee, or an employee of the Grantee in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the Grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this Grant Agreement is in excess of \$25,000.00, the Grantee certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
- B. Establishing a drug-free awareness program to inform its employees of: (1) the dangers of drug abuse in the workplace; (2) the Grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will: (1) abide by the terms of the statement; and (2) notify the Grantee of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and
- D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and

- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

11. Debarment and Suspension.

- A. The Grantee certifies by entering into this Grant Agreement that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant by any federal agency or by any department, agency or political subdivision of the State. The term “principal” for purposes of this Grant Agreement means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.
- B. The Grantee certifies that it has verified the suspension and debarment status for all subcontractors receiving funds under this Grant Agreement and shall be solely responsible for any recoupments or penalties that might arise from non-compliance. The Grantee shall immediately notify IOCS if any subcontractor becomes debarred or suspended, and shall, at the IOCS’s request, take all steps required by the IOCS to terminate its contractual relationship with the subcontractor for work to be performed under this Grant Agreement.

12. Employment Eligibility Verification. As required by IC 22-5-1.7, the Grantee hereby swears or affirms under the penalties of perjury that:

- A. The Grantee has enrolled and is participating in the E-Verify program.
- B. The Grantee has provided documentation to IOCS that it has enrolled in and is participating in the E-Verify program.
- C. The Grantee does not knowingly employ an unauthorized alien.
- D. The Grantee shall require its contractors who perform work under this Grant Agreement to certify to Grantee that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Grantee shall maintain this certification throughout the duration of the term of its contract with its contractor(s).

IOCS may terminate for default if the Grantee fails to cure a breach of this provision no later than 30 days after being notified by IOCS.

13. Funding Cancellation. When the Chief Administrative Officer of the Office of Judicial Administration makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement, the Grant Agreement shall be canceled.

A determination by the Chief Administrative Officer that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement shall be final and conclusive.

- 14. Governing Law.** This Grant Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana. Suit, if any, must be brought in the State of Indiana.
- 15. Indemnification.** Grantee shall defend, indemnify, and hold harmless IOCS, its agents, officials, and employees from all third-party claims and suits including court costs, attorney's fees, and other expenses caused by any act or omission of the Grantee, employees and/or its subcontractors, if any, in the performance and/or provision of services under this Grant Agreement.
- 16. Independent Contractor.** All parties hereto, in the performance of this Grant Agreement, will be acting in an individual capacity and not as agents, employees, partners, joint ventures, or associates of one another. The employees of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. Neither party will assume liability for any injury to any persons or any damage to any property arising out of the acts or omissions of the agents, employees, or subcontractors of the other party.
- 17. Nondiscrimination.** Pursuant to the Indiana Civil Rights Law, specifically IC § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Grantee covenants that it shall not discriminate against any employee or applicant for employment relating to this Grant Agreement with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Grantee certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.
- 18. Notice to Parties.** Whenever any notice, statement or other communication is required under this Grant Agreement, it shall be sent by email as directed in the Grant Application.
- 19. Order of Precedence.** Any inconsistency or ambiguity in this Grant Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal or state law; (2) this Grant Agreement; (3) Notice to Apply for Grant; and (4) the Grant Application.
- 20. Public Record.** The Grantee acknowledges that IOCS will not treat this Grant Agreement as containing confidential information. IOCS does not have a duty to provide notice to Grantee regarding any disclosure of information related to this Grant Agreement made by IOCS. Use by the public of information contained in this Grant Agreement shall not be considered an act by IOCS.
- 21. Termination.** This Grant Agreement may be terminated, in whole or in part, by IOCS whenever, for any reason, IOCS determines that such termination is in the best interest of IOCS. Termination shall be affected by delivery to the Grantee of a Termination Notice, specifying effective date of termination and extent of termination. The Grantee may use grant funds for completion of approved Project expenditures properly done prior to the effective date of termination. IOCS will not be liable for work on the Project performed after the effective date of termination. In no case shall total payment made to

the Grantee exceed the original grant. The Grantee explicitly covenants that it shall promptly repay to IOCS all unused grant funds upon termination of the Grant Agreement.

22. Travel. Only expenses for travel related to trainings required by or recommended by IOCS will be reimbursed. These expenses will be reimbursed in accordance with the Grantee's travel policies.

23. State Boilerplate Affirmation Clause. I swear or affirm under the penalties of perjury that I have not altered, modified, changed or deleted IOCS' standard grant agreement clauses.

Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that the undersigned is a properly authorized representative, agent, member or officer of the Grantee to enter into this Grant Agreement. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Grantee, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Grant Agreement other than that which appears upon the face hereof.

Agreement to Use Electronic Signatures

The parties agree that electronic signatures are allowable but are not required.

In Witness Whereof, Grantee and IOCS have, through their duly authorized representatives, entered into this Grant Agreement. The parties, having read and understood the foregoing terms of this Grant Agreement, do by their respective signatures dated below agree to the terms thereof.

Grantee

By: Hon. Ashley Hand
Judicial Officer: Hon. Ashley Hand
Date: 10/6/2025

By: JASON JOHNSON
Coordinator: JASON JOHNSON
Date: 10/5/2025

Office of Judicial Administration

By: Justin P. Forkner
Justin P. Forkner, Chief Administrative Officer
Date: 10/3/2025

2026 Problem-Solving Court Grant Application - **Exhibit A**

Problem-Solving Court Grant Application

Purpose and Availability of Funds

The Indiana Office of Court Services is accepting grant applications to provide financial assistance to certified problem-solving courts established pursuant to IC 33-23-16 and the Indiana Problem-Solving Court Rules and as adopted by the Judicial Conference of Indiana.

Eligible Entities

The grant application is open to all problem-solving courts certified by the Indiana Office of Court Services as of April 12, 2025. If your agency received previous problem-solving court funding, all required reports must be current for funding consideration.

Application Procedures

Applicants must provide a brief description of the proposed project and a detailed budget of how the funds will be used. Match funds are not required, but if receiving funding for your problem-solving court from other sources, this should be included in the designated budget section. Grant requests may be reduced based on available funds.

There will not be any other grant application released from IOCS to fund problem-solving courts for 2026 funding. Award decisions will be made based upon the applicant's ability to demonstrate need. Courts that receive an award amount different than requested in the application will receive a revised budget with the award letter and grant agreement from the Indiana Office of Court Services prior to receiving funds.

Award Period and Reporting Requirements

Grant funds will be awarded for a 12-month budget cycle beginning on January 1, 2026, and ending December 31, 2026. Grantee must submit an annual report in accordance with the Indiana Problem-Solving Court Rules and as adopted by the Judicial Conference of Indiana. The Grantee must also submit performance measures and financial reports to IOCS as directed. A summary of the data and performance measures should be included in Grantee's annual report. Grantee must submit quarterly financial reports and an annual report provided by the Indiana Office of Court Services not later than January 31, 2027. Failure to comply with reporting requirements may impact future grant awards.

Allowable Costs

Courts may submit applications for costs related to:

- personnel (salary and benefits)
- incentives (capped at \$3,500 and receipts for incentives will be required)
- drug tests
- program evaluation expenses
- training for team members
- participant needs (Work Release, GPS/electronic monitoring or other program fees are excluded. Allowable expenses may include treatment services not otherwise covered, emergency housing or participant transportation.)

Other requests may be considered depending on fund availability.

Please direct application questions to: iocsgrants@courts.in.gov

Applications must be submitted electronically and received by 6:00 pm EST on April 12, 2025.

Applications received after the deadline may not be considered.

Applications: Allen Circuit Operating a Vehicle While Intoxicated Court

Profile

steve.keele@co.allen.in.us

Application/Project Title

Allen Circuit Operating a Vehicle While Intoxicated Court

Organization Name

Allen County Adult Probation

START BUILDING YOUR APPLICATION BELOW THIS LINE.

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Other requests may be considered depending on fund availability.

Applicant Information

County

Allen

PSC Coordinator

Jason Johnson

PSC Coordinator Email

jason.johnson@co.allen.in.us

PSC Judge

Ashley N. Hand

Is the PSC currently receiving IOCS grant funds?

Yes

Program Description

PSC Type

Adult

Adult PSC Model

OVWI

Program Status: Select one of the options below.

Operational (Certified or Provisionally Certified)

PSC Implementation Date (Estimated date if in Planning Stages):

03/17/2021

Current number of enrolled/active participants:

130

Maximum capacity PSC can currently serve:

200

Number of graduates in 2024:

71

Number of graduates to date:

184

Number of participants to be admitted during the grant period:

55

Number of participants to be served during the grant period:

184

Average Caseload Size:

43

Provide a brief description of your target population, eligibility requirements, use of assessment tools, general operations and governance.

The Allen County Circuit Court has established an Operating a Vehicle While Intoxicated (OVWI) Problem-Solving Court. The Allen Circuit OVWI Court partners with other local community supervision agencies including, but not limited to, the Alcohol Abuse Deterrent Program (AADP) per IC 9-30-9, Allen County Community Corrections (ACCC) per IC 35-38-2.5 or 2.6, and Park Center, Inc. for substance use disorder treatment.

The Allen Circuit OVWI Court provides for the effective intervention and medication-assisted treatment of individuals who have been charged with OVWI as a level 6 felony pursuant to IC 9-30-5-3 and where the Court has taken judicial notice, pursuant to IC 9-30-9-3, that proper medical treatment is likely to decrease the defendant's tendency to engage in antisocial behavior. AADP provides medication-assisted treatment using Antabuse, which is a substance that acts as a chemical deterrent in the use of alcohol, while the participant undergoes evidence-based intervention strategies. ACCC provides electronic monitoring and residential services used when associated participant risk requires it or as an intermediate sanction of Allen Circuit OVWI Court violations. Local treatment agencies provide evidenced-based alcohol and drug treatment as well as cognitive behavioral intervention for those participants in the Allen Circuit OVWI Court. All of the interventions utilized by the Allen Circuit OVWI Court are built using validated and individualized assessments. The assessments allow the Allen Circuit OVWI Court team to build individualized case plans for every participant.

Under a pre-conviction, deferred felony prosecution supervision model, the Allen Circuit OVWI Court, with the consent of the Allen County Prosecuting Attorney, and by agreement of the defendant, will conditionally defer the criminal proceedings for up to two (2) years and one-hundred and eighty-three days (183) under IC 33-23-16-14. The defendant must be eligible for supervision with the Alcohol Abuse Deterrent Program per IC 9-30-9. If the proceedings are deferred and the defendant violates the conditions of the deferment or other conditions imposed by the Allen Circuit OVWI Court, the Allen Circuit OVWI Court can order the criminal proceedings to be resumed. If the defendant fulfills the conditions set by the Allen Circuit OVWI Court, the court may dismiss the felony charges completely or sentence the participant as a Class A Misdemeanor.

Applicability

The Allen Circuit OVWI Court program is administered by Allen County Adult Probation (ACAP), a division of the Allen Circuit Court. The Allen Circuit OVWI Court meets the applicability requirements for Problem-Solving Courts and provides services to participants pursuant to IC 33-23-16-13 and IC 33-23-16-14. The Allen Circuit OVWI Court operates in accordance with the Judicial Conference of Indiana Rules for Problem-Solving Courts published by the Indiana Office of Court Services.

Eligibility

Allen County Adult Probation is the administrative supervising agency for the Allen Circuit OVWI Court program and as such oversees the day-to-day operations of the Allen Circuit OVWI Court. An individual may be found eligible to participate in the Allen Circuit OVWI Court program if he/she:

- is eligible under the Problem-Solving Courts Statute (IC 33-23-16 and IC 33-23-16-14);
- is at least eighteen (18) years of age;
- is charged with OVWI as a level 6 felony under IC 9-30-5-3 and has their criminal case filed in or transferred to the Allen Circuit Court;
- has been determined by the Court, taking judicial notice pursuant to I.C. 9-30-9-3, that proper medical treatment is likely to decrease his/her tendency to engage in antisocial behavior;
- agrees to participate;
- all risk and needs levels are eligible for supervision, however supervision intensity shall prioritize Moderate and High Risk participants;
- has the consent of the Allen County Prosecuting Attorney;
- is eligible for supervision with the Alcohol Abuse Deterrent Program per IC 9-30-9;
- is deemed eligible for Medication-Assisted Treatment (MAT) by medical staff of the Alcohol Abuse Deterrent Program (AADP), or if deemed medically ineligible for MAT, will submit to breathalyzer testing by medical staff of the Alcohol Abuse Deterrent Program;

Financial Information

Total amount of IOCS grant funds requested for 2026?

\$65,770

Briefly describe the project or purpose areas for which grant funds are sought. Please include detailed information on the costs related to each project or purpose area. Applicants must also complete the budget worksheet to uploaded to with this application.

Incentives / Rewards

Fishbowl incentive drawings are applicable to all Problem-Solving Court participants and are intended to spotlight desired behavioral objectives of participants as well as motivate and encourage participant compliance. While higher risk/needs participants will attend court more often than lower risk/needs participants, this falls in line with the purpose of the fishbowl philosophy as it pertains to risk/needs. That is, the use of tangible incentives may be particularly impactful for higher risk participants who (as a whole) historically and ordinarily experience the poorest outcomes in correctional or community supervision settings. Many high/moderate risk individuals have habituated to punishment historically and are therefore not accustomed to receiving positive reinforcement. Tangible rewards (Fishbowl Incentives) may therefore exert substantially greater control over their behavior than threats of punishment alone. Low-Magnitude rewards should generally be administered for proximal behaviors while High-Magnitude rewards should generally be administered for distal behaviors.

Graduation

We have found it valuable to highlight a participant's achievement to the court, team and all attending participants their accomplishments. Participants are given the opportunity to address the court and the current participants about the time in the program. The participant is also presented with a framed Certificate of Completion and challenge coin representing the OVWI Court.

Drug Test

Drug testing is an integral part of the Problem Solving Court model. The more frequently Drug Courts and probation programs perform urine drug testing, the better their outcomes in terms of higher graduation rates and lower drug use and criminal recidivism. In focus groups, Drug Court participants consistently identified frequent drug and alcohol testing as being among the most influential factors for success in the program. Our current drug testing schedule for the participant is based off their phase of the program.

Training for Team Members

Skill Train with Directed Practices is the 4th principle in "The Eight Principle of Effective Interventions." Prosocial skills should be taught, demonstrated, practiced, and reinforced during case management appointments. ACAP is requesting support from the Indiana Supreme Court to aid in the funding of attending trainings that are specific in continuing education hours and in evidence-based practices as recommended, by the Indiana Office of Court Services. According to the Problem-Solving Courts Rules, most recently updated and effective April 7, 2021, the Coordinator and each case manager shall complete twelve (12) hours annually of job specific continuing education with six (6) of those hours in evidence-based practices as approved by the Problem-Solving Court Judge. There is currently twelve (12) team members on the OVWI Court team.

Personnel

The current caseload structure consists of, one (1) Home Detention Case Manager, supervising participants only in need of Electronic Monitoring supervision and three (3) Probation Officers. To achieve positive results, probation officers must respond to infractions and achievements by delivering effective behavioral contingencies (incentives and sanctions) and ensuring probationers receive effective and adequate evidence-based treatment and social services.

Personnel	\$50,620.00
Drug Testing supplies	\$8,300.00
Training/Seminars	\$5,000.00
Incentives	\$1,850.00

Describe any current or anticipated funding sources, such as county general funds, other grant funds, user fees, etc. and the funding stability of your court/agency. Include current funding sources, amounts and award period, and plans for becoming self-sustaining.
The Allen Circuit Operating While Intoxicated Court does not receive any additional grant funds. The program does receive over \$170,000 in county general funds and also receives \$52,000 in user fees.

The grant funding received from the Indiana Office of Court Services is instrumental in the day to day operations of the OVWI Court. In the event of a reduction or elimination of Indiana Office of Court Services funding, we would need to request additional funding from the Allen County Council. While it is not guaranteed additional county general dollars would be made available, we would need to request them through the County Council, as they are our funding source.

Is this PSC also seeking funding from IDOC to support operations during this grant period?

No

How will grant funds be used to increase the capacity and enrollment of your existing program and, if your current enrollment is less than the maximum capacity, please describe what barriers are preventing your court from reaching full capacity.

Personnel costs are the biggest expense within the OVWI Court. The grant funds received from the Indiana Office of Court Services assists in covering the cost of personnel within the program. That funding, along with other funding, provides the staff necessary to provide supervision and services to the program participants. These staff members require specialized training and resources to assist this challenging population.

The Allen Circuit Operating a Vehicle While Intoxicated Court works to identify and enroll all eligible individuals into the program. The OVWI Court Team works together to educate individuals of the program benefits and works closely with them once enrolled to provide services and encourage success.

It should be noted, the Allen Circuit Operating a Vehicle While Intoxicated Court has requested funding from the Indiana Department of Correction the previous three (3) years; however, our request for funding was denied each time.

Additional Comments (Optional)

2026 PSC Grant Budget

PSC 2026 Budget Template IOCS grant OVWI Court.xlsx

Questions

Programmatic questions must be submitted to the IOCS grants email: iocsgrants@courts.in.gov.

Please allow 1-2 days for a response.

For technical support with the eCivis platform, please review the SBA:

Grants Management website, <https://www.in.gov/sba/grants/resources-for-subrecipients/>

DO NOT TOUCH BELOW THIS LINE.

Average Score

Budget Worksheet

View Budget Worksheet

<https://portal.ecivis.com/#/peerBudget/ED2C6AC8-9C38-46F6-A882-0E5AFE5BE94B>

Application Goals

View Application Goals

<https://portal.ecivis.com/#/peerGoals/3CD1C878-7897-4215-A7A0-AFC42BA87E32>

of Reviews

0

of Denials

0

Applications: File Attachments

2026 PSC Grant Budget

PSC 2026 Budget Template IOCS grant OVWI Court.xlsx

Applicant Information

Tell us about you.

Linked Applicant

steve.keele@co.allen.in.us

First name

Steve

Last name

Keele

Email (For eCivis Purposes: DO NOT EDIT OR DELETE)

steve.keele@co.allen.in.us

Applicant Type

Organization

Title

Assistant Chief Probation Officer

Company/Organization

Allen County Adult Probation

Fax

Doing Business As (DBA)

Company/Organization Website

Address

Rousseau Centre, 1 E. Main Street, 8th Floor

Address 2

City

Fort Wayne

County

Allen

State

Indiana

Zip Code

46802

Telephone Number

2604497113

Extension

Organization Information

Provide the information for the organization applying.

Organization Name

Allen County Adult Probation

Doing Business As (DBA)

Organization Type

County Government

Taxpayer Identification Number (TIN)

356000124

Does this organization have a Unique Entity ID (UEI) issued by the System for Award Management (SAM.gov)?

No

DUNS

Does this organization have an additional federal or state identifier?

No

Organization Address

Address

Rousseau Centre, 1 E. Main Street, 8th Floor

Address 2

City

Fort Wayne

County

Allen

State

Indiana

Zip

46802

Telephone Number

260-449-7113

Extension

Are you the Authorized Representative for this Organization?

No

Region

Enter the information for the person who is able to enter into an agreement on behalf of the organization.

Name

Eric Zimmerman

Title

Chief Probation Officer

Organization Name

Allen County Adult Probation

Doing Business As (DBA)**Email**

eric.zimmerman@co.allen.in.us

Telephone Number

2604497113

Extension

If applicable, enter the additional federal or state identifier for the Authorized Representative's organization.

Are you the Business/Finance Contact for this Organization?

No

Enter the information for the person who leads the organization's finances e.g., Chief Financial Officer (CFO) or Treasurer.

Name

Angela Terry

Title

Finance Director

Organization Name

Allen County Adult Probation

Doing Business As (DBA)**Email**

angela.terry@allencircuitcourt.us

Telephone Number

2604497113

Extension

If applicable, enter the additional federal or state identifier for the Business/Finance Contact's organization.

Are you the Lead Organizational Grant Administrator for this Organization?

Yes

Budget: 75965357

Application

Allen Circuit Operating a Vehicle While Intoxicated Court

Please use the following link to view the application budget. This link will open in a new window.

<https://portal.ecivis.com/#/peerBudget/ED2C6AC8-9C38-46F6-A882-0E5AFE5BE94B>

Budget Status

Not Approved

Exhibit B

Indiana Supreme Court
IOCS Problem-Solving Court Grant
Financial Report



County and PSC Model: Allen OVWI Court 2026 CY

	Budget	Jan 1-Mar 31, 2026	Apr 1-Jun 30, 2026	Jul 1-Sep 30, 2026	Oct 1-Dec 31, 2026	Balance
100 Series: Employee personnel: Please list each position separately and indicate if they are F/T or P/T						
<i>Position :Case Manager</i>						
Salary	\$ 47,023.00					\$ 47,023.00
Benefits	\$ 3,597.00					\$ 3,597.00
Total 100 Series	\$ 50,620.00	\$ -	\$ -	\$ -	\$ -	\$ 50,620.00
200 Series: Supplies: List each separately						
Incentives	\$ 1,850.00					\$ 1,850.00
Drug Test Supplies	\$ 8,300.00					\$ 8,300.00
Total 200 Series	\$ 10,150.00	\$ -	\$ -	\$ -	\$ -	\$ 10,150.00
300 Series: Contracts and Services: List each separately						
Staff Training	\$ 2,500.00					\$ 2,500.00
Total 300 Series	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
Total	\$ 63,270.00	\$ -	\$ -	\$ -	\$ -	\$ 63,270.00



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM FUNDS OTHER THAN THE GENERAL FUND:

DEPARTMENT: Allen County Community Corrections

LINE ITEM NUMBER: 852-9001-423.XXXX AMOUNT REQUESTED: \$ 10,000

CURRENT FUND BALANCE: \$14,482.37

EXPECTED ANNUAL REVENUE: \$10,000

IS REVENUE ON PACE TO MEET EXPECTATIONS? Yes, It is a predetermined grant award

STATUTORY GUIDELINES: Allen County Code Title 12 Article 207

HOW WILL THIS APPROPRIATION BE USED?

The Indiana Office of Court Services once again awarded funds to the ReEntry Problem Solving Court. Allen County Community Corrections was granted \$10,000 for the 2026 grant period. The appropriation is for staff training, tangible incentives for participants, chemical testing and participant personal care needs.

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

\$4,000 for tangible incentives and participant personal care needs (29-99)
\$2,500 for evidence based training (\$780 in 3203 and \$1,720 in line 3970)
\$3,500 for chemical drug testing (\$3,500 in line 3999)

IS THIS A RECURRING EXPENSE?

Yes, as long as we continue to be awarded the grant dollars.

WILL OTHER EXPENDITURES BE NECESSARY?

No.

DISCUSSED WITH LIAISON? Yes

LIAISON'S NAME: Bob Armstrong

After saving this form, email it to
Becky Butler in the Auditor's Office

Allen County Council Meeting

March 11, 2026

Additional Appropriation in IOCS Grant Fund 852

852-9001-423.2999	Other Supplies	\$4,000
852-9001-423.3203	Travel	\$780
852-9001-423.3970	Schools & Seminars	\$1,720
852-9001-423.3999	Other Services	<u>\$3,500</u>
		\$10,000