Carroll County
Technical Transportation Committee Meeting
Date: May 14, 2019
Time: 2:00 PM
Place: Commissioners' Room, Carroll County Courthouse

I. APPROVAL OF MINUTES FROM FEB 12, 2019

Documents:


II. TRAFFIC COUNTS

A. FY 2019 Count Program Development

Documents:

FY 2019 Traffic Count Program.pdf

III. SURP GRANT FY 2020 - APPROVED BY INDOT

Documents:

FY 2020 SURTP Grant application-updated.pdf

IV. QUARTERLY TRACKING/PROJECT DISCUSSION

V. OTHER BUSINESS

A. Title VI Complaint Review Process Update
B. INDOT 18-Month Letting List
C. Hoosier Heartland/ 800 W Intersection Update
D. Other Discussion
Documents:

2019 May Letting List.pdf
Title VI Complaint Process Update.pdf

VI. ADJOURNMENT
    Meeting Dates for 2019:
    - August 13th, 2019
    - November 12th, 2019
I. APPROVAL OF MINUTES

Paul Couts noted corrections to the minutes. First, on page 2, 2nd paragraph, last sentence “not using Carrolton Rd.” should be “are using.” Also, second paragraph from the bottom on page 2 under 18-month letting list where Tobe Leazenby said he did not have an update on design; it should say “re-design” and where it says he had heard that the “commissioners” said, that should actually refer to the INDOT Commissioner, not county commissioners. In the last paragraph, 600 E needs to change to 500 S.

Debbie Lowe moved to approve the minutes from the November 13, 2018 meeting as revised. Ron Fritz seconded, and the motion passed by unanimous voice vote.

II. TRAFFIC COUNT

FY 2019 Count Program Development

Tim Stroshine said the plans for the traffic counts are a little different this year because some counts were taken in the fall. The map in the packet shows the proposed locations for this year and they are the same
locations as the 2016 counts since it is the 3rd year in the count cycle. Some sites were cut in Delphi because those sights have already been counted.

Paul Couts said he looked at the actual counts for the sites on the map and any with a count of 100 or less was considered insignificant and used as a starting point for eliminations.

Sallie Fahey said that if we know low traffic volumes is the trend over a period of time it is a good idea to eliminate the site. She asked if there have been any road improvements that may contribute to a change in the traffic flow that we should be counting.

Paul Couts said no, most of the roads that have had improvements done recently are low volume roads, so they wouldn’t be affected.

Tobe Leazenby moved to approve the count locations as presented. Aaron Lyons seconded and the motion passed by unanimous voice vote.

III. TITLE VI COMPLAINT REVIEW PROCESS

Cat Schoenherr said that we have spent a fair amount of time talking about Title VI already, but the item in the packet is the updated example of how Title VI complaints will be reviewed in Tippecanoe County. The process involves our Human Relations Commission reviewing the complaint and making a determination on corrective actions. What we need now to finish our plan is to determine what the process will be in Carroll County. She asked when the Committee can talk further about the process for that and who should be part of the conversation.

Sallie Fahey added that this is a process for a citizen to complain about the work the APC does in Carroll County if they felt that they did not have an opportunity to participate in the planning process.

Paul Couts asked if Carroll County should handle these complaints in the same manner as a normal complaint.

Sallie Fahey said that is one option.

Cat Schoenherr added that is what happened in Tippecanoe County. The Human Relations Commission already existed and reviewed other complaints. They agreed to review ours as well.

Paul Couts said he needs to talk with the commissioners.

Sallie Fahey asked if she or Cat Schoenherr could participate in the meeting with the commissioners since this is the last piece and we need to complete our Title VI Plan, and to keep INDOT and FHWA happy.

Paul Couts said he would like to call the commissioners and the council president first, then follow up with Area Plan Commission to formalize the plan.

IV. HOOSIER HEARTLAND/800 W INTERSECTION UPDATE

Cat Schoenherr said this item is on the agenda to allow for updates on the project as they are available. APC thought it best to stop calling it the “J-turn” since the project is being redesigned.

Tobe Leazenby has not heard an update from INDOT. Senator Buchanan asked recently for an update as well but there has not been one.

Cat Schoenherr noted that Marcia Blansett was not in attendance today and last time she gave an update. She said she could follow up with her.
V. OTHER BUSINESS
SURP Grant FY 2020: Emphasis Areas and Needs

Paul Couts asked what SURP stood for.

Sallie Fahey said that it is the acronym for Small Urban and Rural Planning Grant that funds our work in Carroll County.

Cat Schoenherr said that each year the APC must apply for the grant funds, and now is the time for us to apply for FY 2020 funds, so we need to review what the planning needs might be for the upcoming year.

Sallie Fahey added, for example, we always have the traffic counting as part of the grant, then there is general planning funding which is used for the meetings. So, we want to know if there is an emphasis for next year. We provide traffic count data and analysis, also GIS data, and last year we focused on Title VI. She thought that since all we have ever done is aggregate a few years’ worth of transportation projects, we could potentially start looking at creating a long-range plan for Carroll County. We would need land use data and other data to do so. That is one issue that we could think about, and another could be a plan for truck traffic through Delphi. There was only one meeting held on that issue and there hasn’t been a meeting since, so APC is unsure of the needs or where that issue stands currently.

Paul Couts asked Aaron Lyons about the truck traffic.

Aaron Lyons said he doesn’t think it is that bad. There are only a few that come through town despite having the adopted truck route.

Paul Couts said that paving the truck route was one of the Community Crossing applications he put in. He has realized that many trucks will come across N 9th St. and down Washington to access businesses by the railroad tracks.

Aaron Lyons said they are supposed to come in off 9th St.

Paul Couts said he is not sure if it is still a major problem to address as he has not heard any more complaints about it since the County adopted the truck route. Carrollton Rd. is still being used by farmers.

Sallie Fahey said that we should contact Laura Walls to see if she wants to pursue the issue further.

Aaron Lyons said he doesn’t think it is a huge issue anymore.

Paul Couts said that there are a lot of semis trying to make the turn by the post office, north off SR 18 and asked if anyone knew where they were going.

Tobe Leazenby said they are getting loaded or unloaded for seed at Remington and there is not another route for them to use. If the person wouldn’t park his truck on the street at that corner, it would be less of a problem. He sees problems with trucks travelling the other way trying to find the truck wash.

Paul Couts said it may be a non-issue now that the truck route has been designated and signage has been put in place.

Aaron Lyons said there are a lot of trucks that travel on Main St. coming into town headed south that try to turn east and they can’t make the turn. There is a sign at the light now. The City recently had a conversation with Norfolk Southern about related issues and they may be willing to help. They have also talked to INDOT about improving the pavement. A portion of the road is owned by Tippecanoe County too.

Paul Couts asked for a reminder of the start/end dates for FY 2020.

Sallie Fahey answered that FY 2020 goes from July 1, 2019 to June 30, 2020. We must apply for the funds now, so that they can go through the approval process for APC and INDOT. She offered to follow up on
the truck route issue with Laura Walls and the Mayor, if necessary. If it is not an issue, we can drop if from the work program.

Paul Couts referred to the discussion about the long-range plan for Carroll County that Sallie Fahey had discussed and asked if that crosses over into what the Carroll County APC should be doing for them.

Sallie Fahey said that it would not because it would be a transportation plan; however, there may be some data needed from the Carroll County APC related to land use.

Paul Couts said it may be too soon now to plan for that, but he would like to think about it for next year because he likes the idea. He also noted that hog raising facilities are causing problems due to their impact.

Sallie said we will begin thinking about what kind of inventories we need leading up to the plan work next year.

Paul Couts noted that it had been a long time since the Carroll County Thoroughfare Plan had been updated and that should probably be done at the same time.

Paul Couts asked if Flora was still having a problem with trucks.

Ron Fritz said that their problem is due to Garmin and other navigation systems not directing drivers correctly. “No Truck” Signs on Division are ignored, and truck drivers are turning right on a one-way street when trying to locate the truck wash entrance. The trucks end up stuck and must either back up or end up driving on lawns. He asked if we had any contacts to try to address this problem.

Cat Schoenherr said she did some research on the issue and couldn’t find any direct contacts. The other problem is that they don’t identify truck routes, but only the best way to get from point A to point B.

Ron Fritz said they had trouble finishing Community Crossing Grant paperwork and missed out on funding. He asked for help or instruction to help finalize the close out of the previous project.

Sallie Fahey said she would talk with Joretta Tinsman at the next meeting and see what they can figure out.

Aaron Lyons suggested that, in addition to engineering and signage, he utilize a revenue mechanism. Delphi passed an ordinance to fine the truck drivers $500 for driving on streets where they are not permitted. He said they used police enforcement at first to issue warnings and tell the drivers where they can go legally.

Ron Fritz said he will consider passing an ordinance.

**INDOT’s 18-month Letting List**

Cat Schoenherr referred to the 18-month letting list in the packet and stated that “S” signifies that the projects are the same as they were last quarter. On our list, nothing has changed at all so projects are ready to let in February and March this year and early next year.

Paul Couts said there will be local detours for the projects scheduled for letting next year.

**MPO Updates – US Bicycle Route Discussion**

Cat Schoenherr said that she is presenting the bike route information on behalf of Doug Poad who could not attend the meeting. There are maps in the packet that show all the bicycle routes in the US as well as the proposed routes in our area. There are 3 routes currently in Indiana, Route 36 that goes across northern
Indiana, Route 50 that follows the Old National Road and Route 35 goes north/south from LaPorte to Louisville. APC identified a spur that would link Route 35 from Wabash to Logansport to Carmel and another that would connect Battle Ground and extend north toward Monon. Through meetings with INDOT, APC was put in contact with Adventure Cycling, who is the group that works to get new routes designated. They have made suggestions that our north/south spur become an extension of Route 37, bringing that route down into Indiana to end in Indianapolis. They have offered support to help APC get started working on establishing this route. Hoosier Rails to Trails Council also offered their support and assistance to designate the routes. The APC will ask the Policy Board on Thursday to endorse the effort to work on designating these routes.

Sallie Fahey said it is her understanding that the routes have already been vetted by Adventure Cycling and roads that have been picked are bike friendly.

Paul Couts agrees because he sees that the route follows Carrollton Rd., although sometimes that road can be a little busy.

Sallie Fahey said that if APC gets the go ahead from the Policy Board it makes sense to coordinate with Carroll County moving forward.

Other Discussion

The next meeting is Tuesday, May 14, 2019

VI. ADJOURNMENT

Tobe Leazenby moved to adjourn the meeting. Aaron Lyons seconded.

The meeting adjourned at 2:46 p.m.

Reviewed by,

Sallie Dell Fahey
Secretary
2019 Spring Traffic Counts

The Area Plan Commission of Tippecanoe County

Date: January 2019

Disclaimers and copyright restrictions apply to the map and data. Complete disclaimer can be viewed at http://www.tippco.in.gov/disclaimers. Town Data is provided by BVS Consulting. Inc.

NOTE: Counts are based using INDETs functional class seasonal adjustment factors.
Small Urban and Rural Transportation Planning Program Proposal FY 2020

Traffic Counting and Planning Support for:

Carroll County
Delphi
Camden
Flora
and
INDOT

Submitted by:

The Area Plan Commission of Tippecanoe County

20 N. 3rd Street
Lafayette, IN
47901

March 1, 2019
Objectives

The Area Plan Commission of Tippecanoe County (APCTC), in its capacity as MPO and RTPO to Carroll County, proposes to continue the partnership with INDOT that began in FY 2007 through two components of the Small Urban and Rural Transportation Planning Assistance Program.

As part of the Core Planning Activities the MPO will provide the following.

- Traffic counts in support of the Rural Traffic Count Program for Carroll County and the towns of Delphi, Camden and Flora (collectively called Carroll County in this document).

- Traffic counter replacement program to purchase new traffic counters that are in the third year of the scheduled replacement cycle, and replenish counting supplies as needed to sustain the count program. The ongoing counter purchase schedule will replace counters originally purchased in 2013.

- LOS Analysis calculated for each road segment counted in FY 2020.

- Assistance to Carroll County as part of the Planning Support to Local Governments. This will include, but not be limited to, truck freight routing analysis, crash analysis and summary, mid-to-long range planning, project development, Red Flag Analysis, Title VI and ADA consultation and assistance, quarterly project tracking and support to its Technical and Administrative Committees. This will be the ninth year assisting Carroll County with transportation planning activities.

As part of the Planning Support to INDOT the MPO will provide the following support to Central Office.

- GIS information for traffic count locations and road segments.

- Crash data review, locational accuracy and quality control.
Core Planning Activities

511C.1 Rural Traffic Count Program

Justification and Scope

In cooperation with INDOT and Carroll County, the APCTC will continue to implement the Comprehensive Traffic Count Plan. It is anticipated that 65 locations will be counted in FY 2019. Sixty counts originated from the established three-year count cycle and five additional were requested by Carroll County for special studies in FY 2018. Those additional counts for special studies will continue in FY 2020. All traffic counts will follow the Indiana Department of Transportation Traffic Counting Standards and the Activity Guide for Rural Transportation Planning Program. Counts will be completed before the end of FY 2019 and uploaded to MS2 using INDOT procedures.

This year begins the first year of a three-year recount cycle. All previous count locations and road segments have been georeferenced. Administrative time will be required to coordinate with INDOT District and Traffic Count Coordinator, Carroll County engineer and sheriff, and the Town of Delphi, download counts, process and check quality of the data, update data tables, create maps, and distribute the information to INDOT and Carroll County.

The MPO is in the third year of a three-year traffic counter replacement cycle needed to sustain the count program. Four (4) counters will be purchased this year as partial replacement for the 12 originally purchased in 2013. Traffic counting supplies (tubes, nails, spikes, plugs, splicers and grips) will also be purchased to sustain the count program.

Maximum Allowable Costs

Collecting traffic count information outside the APCTC’s home county is reimbursed by INDOT at $155 per traffic count. The cost to conduct the traffic counting activity and administrative processing costs at an estimated 60 Full Time Equivalent (FTE) hours is shown below.

<table>
<thead>
<tr>
<th>Total Counts</th>
<th>65</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate</td>
<td>$155/count (80%)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>INDOT</strong> $8,060.00</td>
</tr>
<tr>
<td>Admin. Processing (60 FTE hours, 80%)</td>
<td><strong>Total</strong> $2,662.51</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>INDOT</strong> $4,960.00</td>
</tr>
</tbody>
</table>

The purchase of traffic counting equipment is eligible for reimbursement under INDOT’s Rural Planning Program. The estimated cost of the equipment and administration is shown below.

| Four traffic counters purchase & repair Supplies | **Total** $5,600.00 | **INDOT** $4,480.00 | **Local** $1,120.00 |
| Admin. Processing (8 FTE hours, 80%) | **Total** $527.55 | **INDOT** $422.04 | **Local** $105.51 |

**Total for Rural Count Program** $20,130.69 $16,104.55 $4,026.14
511C.2 LOS Analysis

Justification and Scope

The APCTC will perform a planning Level of Service (LOS) for each road segment being counted in FY 2018. Staff will determine LOS by applying Florida DOT’s 2012 Generalized Level of Service Volume Tables. Specifically: “Table 3. Rural Undeveloped Areas” and “Developed Areas Less than 5,000 Population.” The resulting data and its underlying assumptions will be documented, added to the geodatabase and provided to INDOT as required.

Maximum Allowable Costs

Staff time will be required to inventory the road data including: cross sections (number of lanes, any exclusive turn lanes, one-way roads, roadway medians, or passing lanes) presence of traffic signals, vehicle mix, driver behavior, and land use.

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<tr>
<th>LOS Determinations (9 FTE hours, 80%)</th>
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<tr>
<td></td>
<td>$481.09</td>
<td>$384.87</td>
<td>$96.22</td>
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511C.3 Planning Support to Local Governments

Justification and Scope

The APCTC will continue to provide transportation planning assistance to all participating jurisdictions within Carroll County. The formal Technical and Administrative Committee structures, established in FY 2011, will continue to ensure local technical and elected official input into the planning effort. The emphasis will be on coordinating projects and providing information and analysis that support data driven safety and transportation decision making as follows.

- Truck Freight Routing Analysis
- Crash Analysis, when requested by the County (full report is done every three years)
- Assist LPAs with Title VI and ADA compliance issues.
- Revise the Comprehensive Traffic Count Plan as needed to reflect changed, emerging, and new conditions and needs.
- A comprehensive mid-to-long-range plan of needed transportation improvements.
- Assist the LPAs with project development, including Community Crossings grants and Asset Mgmt. Plans
- Red Flag Analysis on potential LPA projects.
- Create agendas, prepare presentations, attend meetings, prepare minutes and support the Technical and Administrative Committees.

At the end of the program year, a report of activities performed, copies of data collected, and any products will be submitted to INDOT.

Maximum Allowable Costs

Staff time will be required to support the committees’ activity, prepare documents for and keep records of committee work, and provide assistance when needed.
### Planning Support to INDOT

#### 511C.4 Planning Support to INDOT Central Office for Carroll County

APCTC proposes to assist INDOT Central Office with GIS information and provide a map of count stations as part of the Rural Traffic Count Program. The MPO anticipates that for the Carroll County count program, up to 25% of the count locations may need to be updated or modified slightly based on prior years counts. The MPO will georeference the new count locations and provide that data to INDOT Central Office. Reimbursed at 100% for this activity is 100%.

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
<th>INDOT/Fed</th>
<th>INDOT/SPR</th>
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</thead>
<tbody>
<tr>
<td>GIS - Carroll Co. (10 hours, 100%)</td>
<td>$448.22</td>
<td>$358.58</td>
<td>$89.64</td>
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</tbody>
</table>

APCTC proposes to assist INDOT Central Office with the review of ARIES crash data. The MPO has a long history of checking and improving the accuracy of and analyzing crashes. We will download the data, make any necessary corrections to each crash location and update our inventory and analysis of crash information. At the end of the program year, a report of activities performed, copies of data collected, and any products will be submitted to INDOT.

<table>
<thead>
<tr>
<th>Description</th>
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<th>Local</th>
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<tbody>
<tr>
<td>Crash Data Review and Analysis (15 FTE hours, 80%)</td>
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### Total Support to INDOT Central Office

<table>
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<tr>
<th>Description</th>
<th>Total</th>
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<th>Local</th>
<th>INDOT/SPR</th>
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</thead>
<tbody>
<tr>
<td>Total Support to INDOT Central Office</td>
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<td>$986.73</td>
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#### 511C.5 Planning Support to INDOT District Office

When Carroll County or it’s jurisdictions have projects that are part of the LPA process, APCTC assists the INDOT District by helping support the LPA’s quarterly project tracking. This 8 FTE hours of work is reimbursable at 80%.

<table>
<thead>
<tr>
<th>Description</th>
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Conformance to Program Requirements

- The APCTC’s Cost Allocation Plan (CAP) is in the FY 2018-2019 Unified Planning Work Program.

- The APCTC has an existing Memorandum of Understanding with the appropriate jurisdictions to conduct the transportation planning program.

- Quarterly progress reports and billings will be submitted to INDOT as part of the MPO’s UPWP periodic PL billing. All data generated by these activities will be shared with INDOT and the respective jurisdictions.

Financial Summary

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<td>Counts</td>
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<td>511C.3 Planning Support to Local Government</td>
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<td>511C.4 Plng Support to INDOT CO- Carroll Co.:</td>
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## Bid Letting Results

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<td>2/6/2019</td>
<td>SR 22</td>
<td>0.997 mi E of SR 29</td>
<td>Small Structure Replacement</td>
<td>1400015 B-36918</td>
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*Project Awarded to Milestone Contractors LP for $1,497,700.00*

*Engineer's Estimate: $1,644,898.00*

*Two bids submitted*

*Estimated completion date: October 31, 2019*

*Note: This project was combined with another project in Howard County (des #1298146)*
Title VI Complaint Procedure

PART C - COMPLAINT PROCEDURE

Any person who believes that he or she, on the basis of race, color, or national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency, has been excluded from or denied participation in, been denied the benefits of, or otherwise been subjected to discrimination in or under any program or activity receiving federal funding assistance in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, may submit a complaint. Carroll County assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Complaint forms may be found on the County website. Individuals are not required to use the complaint form and may submit a complaint in any format that includes the name, address and telephone number of the individual complaining and brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include relevant evidence, including the names of witnesses and supporting documentation. A complaint must be signed by the complainant.

Complaint forms must be submitted within one hundred eighty (180) days of the date of the alleged discrimination. Complaint form should be directed to:

Vicky Snipes
Title VI Coordinator
101 W. Main Street
Delphi, IN 46923
Telephone: (765) 564-3172

Within sixty days of the receipt of the complaint, the Title VI Coordinator will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. The Title VI coordinator will try to obtain an informal voluntary resolution to all complaints at the lowest level possible.

Any person aggrieved by the findings of the Title VI Coordinator may, within fifteen (15) days of the receipt of the response of the Title VI Coordinator, file an appeal to the Carroll County Board of Commissioners at the Carroll County Auditor’s Office. Within 15 calendar days after receipt of the appeal of the Title VI Coordinator’s report, a member of the Board of Commissioners will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting, the commissioner will respond in writing and will explain his or her position and offer a final resolution of the complaint.

These procedures do not deny the right of any individual to file a formal complaint with any governmental agency or affect an individual’s right to seek private counsel for any complaint alleging discrimination.

Complaints may also be filed with the following governmental agencies:
CARROLL COUNTY

TITLE VI CIVIL RIGHTS COMPLAINT FORM

Section I

Name: ____________________________________________

Address: __________________________________________

Telephone Numbers:
Home: __________ Work: __________ Cell: __________

E-Mail address: ______________________________________

Section II

Are you filing this complaint on your own behalf? Yes __________ No __________

(If you answered "yes" to this question, go to Section III)

If not, please supply the name and relationship of the person for whom you are complaining:

Name: __________________________ Relationship: __________

Please explain why you have filed for a third party: __________________________________________

________________________________________________________

Please confirm you have obtained the permission of the aggrieved party if you are filing on
behalf of a third party. Yes __________ No __________

Section III

What is the basis for your complaint?

Race _____ Color _____ National Origin _____ Sex _____

Age _____ Disability _____ Religion _____ Low Income Status _____

Limited English Proficiency _____ Sexual Orientation _____ Gender Identity _____
Have you filed this complaint with any other agency? Yes No

If yes, please state the name of the other agency:

Have you filed a lawsuit regarding this complaint? Yes No

(If litigation is pending regarding the same issues or a complaint has been filed with another agency, we may defer to the decisions of the Court or other agency)

Section IV

Complaint is against:

Contact Person: Title:

Telephone Number:

Date of alleged discrimination:

Please attach sheet to describe your complaint.

Section V

Please sign here: Date:

(Note: We cannot accept your complaint without a signature)

Please mail or deliver the completed form to:
Carroll County Auditor’s Office
Title VI Coordinator
101 W. Main Street
Delphi, IN 46923