

**ATTESTATION REPORT
OF THE
NEBRASKA DEPARTMENT OF
CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
JULY 1, 2015, THROUGH DECEMBER 31, 2016**

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Issued on May 18, 2017

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NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

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NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

BACKGROUND

The Vocational and Life Skills Program (Program) was created in April 2014 via Legislative Bill (LB) 907 (2014) under the 103rd Legislature, as a division of the Nebraska Department of Correctional Services (NDCS), in consultation with the Nebraska Board of Parole. Neb. Rev. Stat. § 83-904(1) (Cum. Supp. 2016) states the purpose of the Program, as follows:

The program shall provide funding to aid in the establishment and provision of community-based vocational training and life skills training for adults who are incarcerated, formerly incarcerated, or serving a period of supervision on either probation or parole.

Additionally, § 83-904(2) provides the following regarding use of money from the Vocational and Life Skills Programming Fund (Fund), which was authorized by the same enabling legislation to finance the Program:

The fund shall consist of appropriations from the Legislature, funds donated by nonprofit entities, funds from the federal government, and funds from other sources. Up to thirty percent of the fund may be used for staffing the reentry program created under 83-903 and to provide treatment to individuals preparing for release from incarceration. At least seventy percent of the fund shall be used to provide grants to community-based organizations, community colleges, federally recognized or state-recognized Indian tribes, or nonprofit organizations that provide vocational and life skills programming and services to adults and juveniles who are incarcerated, who have been incarcerated within the prior eighteen months, or who are serving a period of supervision on either probation or parole. The department, in awarding grants, shall give priority to programs, services, or training that results in meaningful employment, and no money from the fund shall be used for capital construction.

During the examination period, funding for the Program came entirely from legislative appropriations. The following table illustrates the appropriations and related expenditures for the Program for the past two fiscal years and last six months ended December 31, 2016.

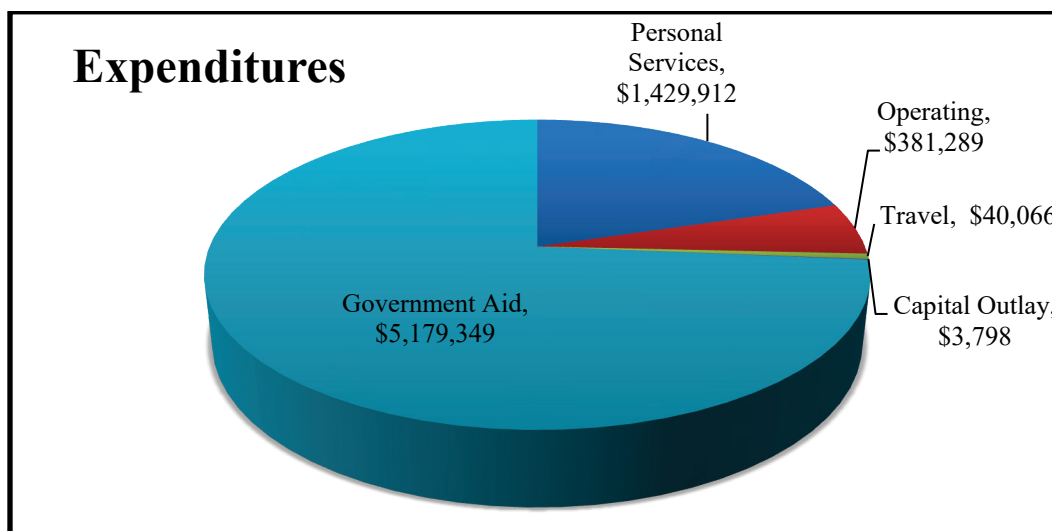
	FY 14-15	FY 15-16	07/01/16 - 12/31/16 (1)
Carryover Appropriations	\$0.00	\$1,462,542.91	\$1,919,986.75
Original Appropriations	5,000,000.00	5,000,000.00	5,100,926.00
Revised Appropriations	(2,226,512.00)	56,967.00	0.00
Final Appropriations	2,773,488.00	6,519,509.91	7,020,912.75
Disbursements	(1,310,945.09)	(4,599,523.16)	(2,434,890.54)
Ending (Appropriations) Balance	1,462,542.91	1,919,986.75	4,586,022.21

(1) As of 12/31/16, the current available allotment is \$1,648,978.90 as appropriations are released throughout the year. The \$4,586,022.21 ending balance shown above includes the total appropriations balance regardless of when the appropriations amounts are released and available for expenditures.

Per § 83-904(2), as quoted above, up to 30 percent of the money available to the Program can be used for “staffing the reentry program . . . and to provide treatment to individuals preparing for release from incarceration.” The majority of the Program’s expenditures are classified as Government Aid. The chart below illustrates the various types of expenditures incurred by the Program for the 18-month period of July 1, 2015, through December 31, 2016.

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VOCATIONAL AND LIFE SKILLS PROGRAM

BACKGROUND
(Continued)



The chart above indicates that approximately 74% of the expenditures were to grantees for government aid and 26% was for administration of the Program.

Section 83-904(2) also requires the remaining amount of appropriations to be passed through to various subrecipients. For those amounts, the NDCCS has entered into grant agreements with the subrecipients listed in the table below. Grant payments to those entities were recorded in the State's accounting system as Government Aid expenditures.

Grantee	Focus Areas	FYE 6/30/2016	7/1/2016 to 12/31/2016	Total
Center for People In Need	Vocational Training, Peer-to-Peer Mentoring, Social Service Needs, Education, and Employment Assistance	\$770,606	\$372,751	\$1,143,357
Metropolitan Community College	Education and Vocational Training	\$586,991	\$329,126	\$916,117
Western Alternative Correction	Vocational, Life Skills, Mental Health, Medical, Educational, Legal, Financial, Housing, Transportation, and Family Services	\$530,870	\$340,947	\$871,817
Mental Health Association of NE	Employment Assistance, Housing, and Crisis Diversion Services	\$499,631	\$218,833	\$718,464
Prairie Gold Homes	Life and Job Skills Through Work Experience	\$419,817	\$135,788	\$555,605
Goodwill Industries	Life and Job Skills Through Work Experience	\$370,061	\$49,505	\$419,566
ResCare Workforce Services	Employment Assistance	\$213,370	\$70,861	\$284,231
Released and Restored	Employment Assistance	\$88,527	\$8,197	\$96,724
Associated Builders & Contractors	Life and Job Skills Through Work Experience	\$ -	\$87,160	\$87,160
Reconnect, Inc.	Employment Assistance	\$ -	\$64,259	\$64,259
Hope of Glory Ministries, Inc.	Family Support, Housing, Employment, and Counseling Services	\$ -	\$22,049	\$22,049
Total Government Aid Expenditures		\$3,479,873	\$1,699,476	\$5,179,349

Note: Additional grant payments were made from other programs. See Comment and Recommendation Number 6.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
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BACKGROUND
(Concluded)

Program grant payments to subrecipients take the form of reimbursements for expenses incurred already by those receiving entities. In order to obtain grant money, each subrecipient must first request reimbursement from the NDCS for a qualifying expenditure. Only upon approval of such properly supported request is the grant money then to be dispersed.

Per § 83-904(3), the NDCS is required to provide both the Governor and the Clerk of the Legislature with quarterly reports detailing Program activity, as follows:

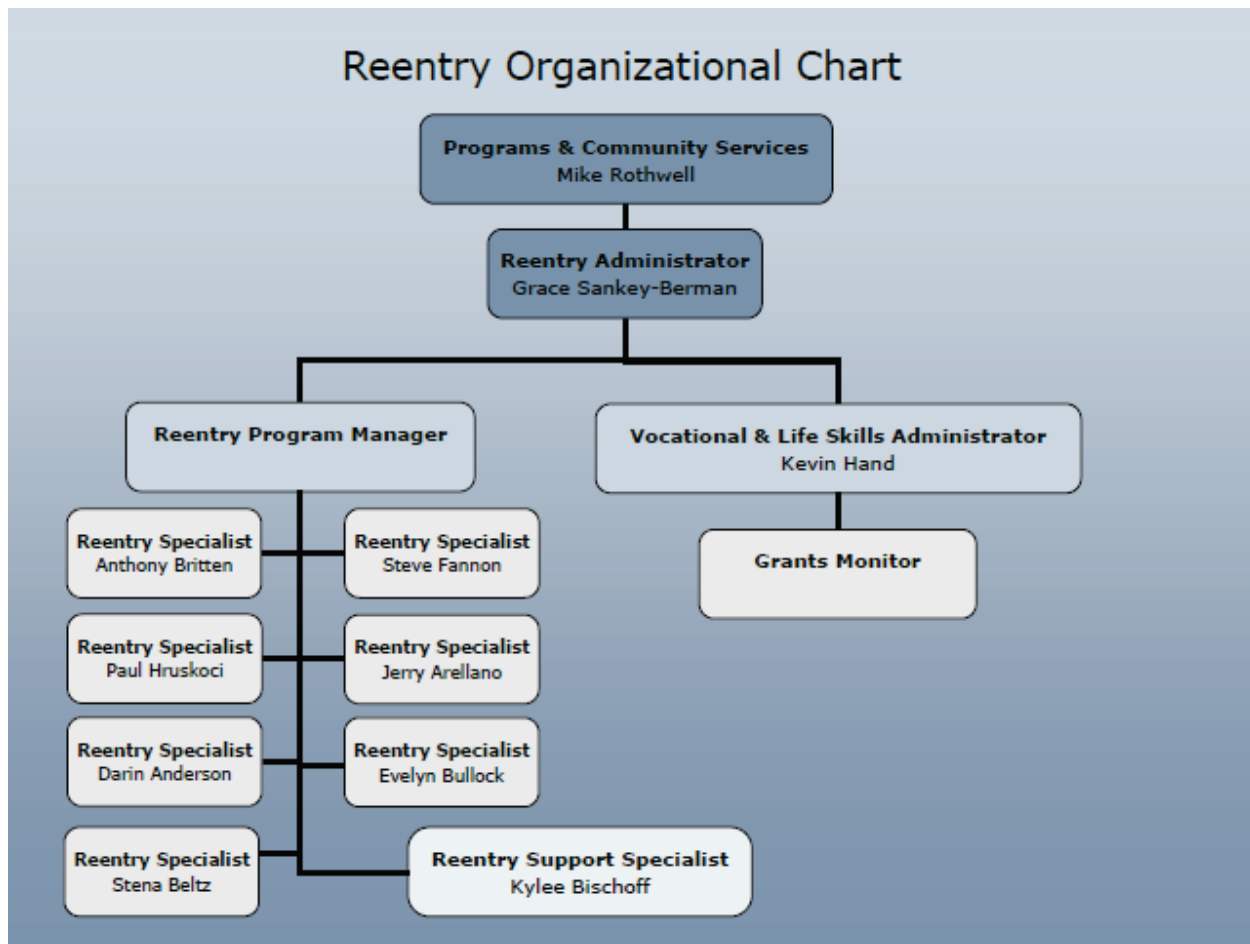
The reentry program administrator shall report quarterly to the Governor and the Clerk of the Legislature beginning October 1, 2014, on the distribution and use of the aid distributed under the Vocational and Life Skills Program, including how many individuals received programming, the types of programming, the cost per individual for each program, service, or training provided, how many individuals successfully completed their programming, and information on any funds that have not been used. The report to the Clerk of the Legislature shall be submitted electronically.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

KEY OFFICIALS AND AGENCY CONTACT INFORMATION

Corrections Staff

Name	Title
Scott Frakes	Director
Robin Spindler	Deputy Director Administrative Services
Michael Rothwell	Deputy Director Program and Community Services



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NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

SUMMARY OF COMMENTS

During our examination of the Nebraska Department of Correctional Service (NDCS) Vocational and Life Skills Program (Program), we noted certain deficiencies and other operational matters that are presented here. The following comments are required to be reported in accordance with *Government Auditing Standards*: Comment #3, which is considered to be a significant deficiency and comments #1, #2, #4, and #5, which are considered to be material weaknesses.

These comments and recommendations are intended to improve the internal control over financial reporting or result in operational efficiencies in the following areas:

1. ***Inadequate Monitoring and Review Procedures:*** The NDCS lacked adequate monitoring and review procedures over the grant payments made to Program grantees. The NDCS made a total of \$276,355.63 in grant reimbursements that were unallowable, exceeded the budgeted amounts, lacked documentation, or contained inadequate documentation to support the expenses. The following comments provide greater details of these issues.
2. ***Unallowable Costs:*** The NDCS reimbursed its grantees \$31,754.20 for unallowable expenses in the month selected for testing.
3. ***Over Budgeted Expenses:*** The NDCS reimbursed its grantees \$59,438.08 for expenses that exceeded the approved budget for the transaction.
4. ***Lack of Documentation:*** The NDCS reimbursed its grantees \$90,849.08 without first receiving any documentation to support the expense.
5. ***Inadequate Documentation:*** The NDCS reimbursed its grantees \$94,314.27 prior to obtaining adequate documentation to support the expense.
6. ***Funding of Program Grants:*** Due to a perceived unavailability of Program funding, the NDCS reimbursed its grantees \$556,594.98 from other program funds.
7. ***Internal Control Issues:*** The APA identified a number of internal control issues including untimely accounting entries, missing inventory, and a failure to review office supply billings.
8. ***Inventory Compliance:*** The NDCS failed to add six Dell Surface Pro computer tablets, valued at \$1,500 each, to its Fixed Asset Inventory listing as required to by the Grant Agreement.
9. ***Account Coding Issues:*** The APA indentified certain State accounting system coding issues for transactions processed by the NDCS.
10. ***Timesheets:*** The Department's overtime-exempt employees were not required to maintain timesheets or other similar supporting documentation; rather, they were required to record only leave used. This practice jeopardized compliance with State statute and was previously reported to the NDCS.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
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SUMMARY OF COMMENTS

(Concluded)

- 11. *Review of Transportation Services Bureau Vehicle Logs:*** The NDCS failed to ensure that its employees adequately documented their use of State vehicles.
- 12. *Quarterly Reports to the Legislature:*** The NDCS filed quarterly reports with the Governor and the Clerk of the Legislature that contained inconsistent and incomplete information.
- 13. *Cash Fund Not Created:*** The NDCS failed to establish the Vocational and Life Skills Programming Fund provided for in statute.

More detailed information on the above items is provided hereinafter. It should be noted that this report is critical in nature, containing only our comments and recommendations on the areas noted for improvement and does not include our observations on any accounting strengths of the Program.

Draft copies of this report were furnished to the NDCS to provide its management with an opportunity to review and to respond to the comments and recommendations contained herein. The formal response received has been incorporated into this report. A response that indicates corrective action has been taken was not verified at this time, but it will be verified in the next examination.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

COMMENTS AND RECOMMENDATIONS

1. Inadequate Monitoring and Review Procedures

Between July 1, 2015, and December 31, 2016, the Nebraska Department of Correctional Services (NDCS) paid Vocational and Life Skills Program (Program) grantees a total of \$5,179,349. In doing so, however, the NDCS lacked adequate monitoring and review procedures to ensure those payments complied with the terms of the grant agreements and budgets, and whether they were supported by adequate documentation.

The APA tested payments made to seven grantees for one month, totaling \$427,591.91, to determine whether the requirements listed in each Grant Award's terms and conditions were followed. The table below identifies the month and amount tested for each grantee:

Payee	Acronym	Month Incurred	Amount
Mental Health Association of NE	MHA	June 2015	\$40,467.22
ResCare	ResCare	December 2015	\$23,034.29
Goodwill Industries	Goodwill	February 2016	\$46,519.98
Western Alternative Correction	WAC	May 2016	\$74,655.40
Center for People In Need	CFPIN	May, June, July 2016	\$99,595.31
Metropolitan Community College	MCC	October 2016	\$88,378.41
Prairie Gold Homes	PGH	May 2016	\$54,941.30
Total			\$427,591.91

The APA determined that grantees received a multitude of expense reimbursements that failed to comply with the requirements of the Grant Award, lacked adequate documentation, or were not reasonable uses of State funds. The specific areas of concern are summarized in the following table.

Issue	Amount
Unallowable Costs Per Budget	\$31,754.20
Over Budgeted Expenses	\$59,438.08
Lack of Documentation	\$90,849.08
Inadequate Documentation	\$94,314.27
Totals	\$276,355.63

In some cases, the amount shown above includes unallowable or unsupported expenses for the entire year, not merely the month tested. Such instances are identified in the subsequent comments herein, which describe in greater detail each of these specific areas of concern.

Neb. Rev. Stat. § 83-904(3) directs the NDCS, in consultation with the Board of Parole, to “adopt and promulgate rules and regulations to carry out the Vocational and Life Skills Program.” Those rules and regulations are found at Title 71 NAC Chapter 1. In addition, the NDCS has adopted an Administrative Regulation for guiding the Program's grant process. Section II(G) of the August 31, 2016, version of that document, which is identical to that of the previous year, sets out fiscal monitoring requirements for the Program, as follows:

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

COMMENTS AND RECOMMENDATIONS

(Continued)

1. Inadequate Monitoring and Review Procedures (Concluded)

G.	Fiscal monitoring shall be conducted by NDCS Accounting. This will occur in three ways: annual on-site visits (when applicable), review of financial transactions when preparing grant financial reports, and through the assistance of the NDCS Grants Administrator.
1.	Annual on-site visits will occur to review procedures related to financial transactions to assure that resources are being used as recorded in the general ledger.
2.	Review of financial transactions will assure that appropriate documentation exists for transactions and that expenditures are in accordance with the grant budget. Additionally, grants will be included in internal fiscal audits as applicable.
3.	The NDCS Grants Administrator may identify issues that require further research by NDCS Accounting when completing grant monitoring.
4.	A post-grant report must be filed on grants designated by NDCS Grants Administrator and will be completed by the appropriate grant project director. All grant reports will follow the predetermined format at the request of the granting agency. This post-grant report should include the following if not a pre-formatted report that is provided by the granting agency: <ul data-bbox="537 934 1047 1199" style="list-style-type: none">• Amount of funds expended; percent of funded total.• Goals/objectives met; if not, why?• Evaluation conducted; if any.• Reapplication/continuation; if applicable.• Whether all reporting requirements met; if not, why?• Who to submit the report to and the process they request

Along with the other concerns identified in this comment, the APA determined that the NDCS failed to comply with Section II(G) of its own Administrative Regulation by neglecting to implement a process for performing annual on-site reviews of grantees on a consistent basis. The APA observed some documentation to indicate that on-site visits had occurred; however, it is our understanding that such visits were not completed in a majority of cases because the NDCS lacked sufficient staffing levels to carry them out.

Good internal control requires procedures to ensure that grant funds are used appropriately and in accordance with the terms of the Grant Award and applicable budgets. Good internal control also requires a procedures ensure adherence to the NDCS' own Administrative Regulation requiring annual on-site visits of grantees. Without such procedures, there is an increased risk for the loss of misuse of grant funds.

We recommend the NDCS implement procedures to improve its monitoring of grantee reimbursements, including a more thorough review of expenses submitted by grantees and the regular use of annual on-site visits.

NDCS Response: The full agency response is included at the end of the Comments Section on page 37.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
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COMMENTS AND RECOMMENDATIONS

(Continued)

2. Unallowable Costs

The APA identified a number of costs for which the NDCS reimbursed grantees through the Program but were not allowable according to the Grant Agreements and budgets. The following table contains a summary of the unallowable costs by category for the period tested:

Cost Category	Amount
Personnel and Fringe Benefits	\$22,009.15
YMCA membership	\$279.00
Travel	\$523.92
Supplies	\$1,662.48
Consultants and Contracts	\$200.00
Other	\$7,079.65
Total	\$31,754.20

Further information on each of these categories is included below.

Personnel and Fringe Benefits

The APA identified a number of reimbursements made to grantees for the cost of employees whose positions were not included in the Grant Award, or for staff positions in excess of the number allowed by the grant. The following table summarizes those concerns for the period tested.

Employee	Grantee	Month Incurred	Wages Reimbursed	Fringe Benefits Reimbursed	Total Reimbursed
Assistant Executive Director	PGH	May 2016	\$5,833.34	\$446.25	\$6,279.59
Construction Supervisor	PGH	May 2016	\$5,250.00	\$322.57	\$5,572.57
Other Employee (Hourly)	PGH	May 2016	\$1,580.00	\$120.87	\$1,700.87
Re-Entry Coach	PGH	May 2016	\$1,229.17	\$94.03	\$1,323.20
Guest Instructor #1	MCC	October 2016	\$768.00	N/A (3)	\$768.00
Guest Instructor #2	MCC	October 2016	\$768.00	N/A (3)	\$768.00
Guest Instructor #3	MCC	October 2016	\$72.00	N/A (3)	\$72.00
Guest Instructor #4	MCC	October 2016	\$345.00	N/A (3)	\$345.00
Peer Mentor	MCC	October 2016	\$810.00	N/A (3)	\$810.00
Re-Entry Tutor	MCC	October 2016	\$900.00	N/A (3)	\$900.00
Facility Monitor #1 (1)	WAC	May 2016	\$426.93	N/A (3)	\$426.93
Facility Monitor #2 (1)	WAC	May 2016	\$375.36	N/A (3)	\$375.36
Facility Monitor #3 (1)	WAC	May 2016	\$919.53	N/A (3)	\$919.53
Facility Monitor #4 (1)	WAC	May 2016	\$1,529.34	N/A (3)	\$1,529.34
Other Employee (2)	ResCare	December 2015	\$6.76	N/A (3)	\$6.76
IT Support	MHA	June 2015	\$212.00	N/A (3)	\$212.00
Totals			\$21,025.43	\$983.72	\$22,009.15

Note 1: The budget included 5.5 full-time equivalent (FTE) positions. However, for May 2016, the NDCS reimbursed the grantee for a total of eight individuals classified as facility monitors. These four employees were part-time employees, who worked a total of 285.25 hours for the month. The total FTEs reimbursed appear to have exceeded the amount budgeted for the position. The APA included wages for all of the part-time employees in this section of the comment because the NDCS failed to identify which employees were allowable under the grant.

Note 2: The grantee did not include this position in its budget. However, when requesting reimbursement for the month tested, the grantee included this portion of the employee's salary in the wages of a budgeted employee for reimbursement.

Note 3: For these grantees, the total fringe benefits reimbursed for the month tested is included in Comment and Recommendation Number 4.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

COMMENTS AND RECOMMENDATIONS

(Continued)

2. Unallowable Costs (Continued)

YMCA Membership

The NDCS reimbursed one grantee for the cost of YMCA memberships purchased for three employees, one of whom was not even associated with the grant. The total amount reimbursed for the month tested was \$279 and was not included in the Grant Award budget.

Travel

The following travel expenses were reimbursed by the NDCS but were not included in the Grant Award budgets.

Expense Type	Grantee	Amount	Notes
Out of Town Travel	Goodwill	\$343.00	The Grant Award with Goodwill allowed mileage reimbursements for travel only in the Omaha metro area. The NDCS reimbursed 635.2 miles at \$.54 per mile for travel outside of the Omaha metro area for the month tested.
Meal Reimbursements	Goodwill	\$161.59	As noted above, only mileage expenses within the Omaha metro area were allowed in the Grant Award. The NDCS reimbursed a hotel expense and two meals outside of the Omaha metro area for the month tested.
Rental Car Fuel	ResCare	\$9.99	Original supporting documentation provided did not indicate why the fuel was purchased.
Hotel Conference Room	ResCare	\$9.34	The expense was for a portion of a hotel room to conduct interviews, which was not allowable according to the approved budget. Only 4.27% of the \$218.79 bill was charged to the grant. Additionally, the expense appears to be more of an indirect cost of the grant, as opposed to a travel expense. The grantee also charged \$1,908.86 of indirect costs to the grant for this month, which should include this type of expense.
Totals		\$523.92	

Supplies

The APA identified a number of reimbursements for supply expenses that were not allowable according to the Grant Award or were questionable uses of State funds. The following table summarizes those amounts.

Expense Type	Grantee	Amount	Notes
Electronics	WAC	\$1,170.40	The Grant Award included the following list of supply categories: office supplies, postage and delivery, intensive vocational and life skills training material, and drug testing supplies. The NDCS reimbursed the grantee for the following unallowable supplies – a computer monitor, televisions, and universal remote controls.
Gardening and Landscaping Supplies	WAC	\$372.51	A listing of allowable supplies is included in the cell directly above. The NDCS reimbursed the grantee for the following unallowable supplies – trees, paint supplies, flowers, and various gardening tools.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

COMMENTS AND RECOMMENDATIONS

(Continued)

2. Unallowable Costs (Continued)

Expense Type	Grantee	Amount	Notes
Decorative Furnishings	MHA	\$107.59	The Grant Award included the following list of supply categories: office supplies, printing/copying, postage, cleaning supplies, and health and safety supplies. The NDCS reimbursed the grantee for the following unallowable supplies – wall decals, picture frames, and motivational decorations.
Gardening Supplies	MHA	\$11.98	The Grant Award included costs of facility modifications to meet ADA accessibility and health and safety requirements. The NDCS reimbursed the grantee for mulch, which does not appear to be allowable.
Totals		\$1,662.48	

Consultants/ Contracts

All of the Grant Awards include consultants and contracts as an expense category. The Grant Award for MHA included consultant costs specifically for training and contract costs for facility modifications. The NDCS reimbursed MHA \$200 for the creation of a logo for one of its facilities, which was not specifically included in the Grant Award.

Other Expenses

The APA identified a number of reimbursements for other expenses that were not allowable according to the Grant Award or were questionable uses of State funds. The following table summarizes those amounts.

Expense Type	Grantee	Amount	Notes
Incentive Payments	Goodwill	\$2,800.00	The Grant Award included performance incentives of up to \$5,000 for grantee employees based on meeting performance standards laid out in the grant proposal. The APA does not consider incentive payments for meeting its contractual obligations a reasonable use of State funds. Grantees are being compensated already for complying with the terms of the contract, so it is gratuitous to pay them extra for such obligatory compliance. This represents the total amount reimbursed for the grant period, but it was not specifically included in the month tested.
Parking Rental	MHA	\$1,200.00	The Grant Award included the following allowable other expenses: office rent, house lease, utilities, telephone/internet, cell phones, furniture and appliances, computers, insurance, flexible funding and indirect costs. The NDCS reimbursed the grantee for parking space rental, which does not appear to be allowable under the grant.
Membership Dues	MHA	\$942.18	The Grant Award included the other costs identified in the row directly above. The NDCS reimbursed the grantee for the cost of a membership in the Nebraska Association of Behavioral Health Organizations, which does not appear to be allowable under the grant.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

COMMENTS AND RECOMMENDATIONS

(Continued)

2. Unallowable Costs (Continued)

Expense Type	Grantee	Amount	Notes
Incentive Payments	ResCare	\$772.77	The Grant Award included performance incentives of up to \$1,000 for grantee employees. The APA does not consider incentive payments for meeting its contractual obligations to be a reasonable use of State funds. Grantees are being compensated already for complying with the terms of the contract, so it is gratuitous to pay them extra for such obligatory compliance. This represents the total amount reimbursed for the grant period, but it was not specifically included in the month tested.
Pharmaceutical Supplies	WAC	\$499.80	The Grant Award included the following allowable other expenses: office supplies, postage and delivery, intensive vocational and life skills training materials, and drug testing supplies. The NDCS reimbursed the grantee for credit card purchases, most for prescriptions, made at various pharmacies. This is not allowed under the grant.
Dues/Subscriptions	MHA	\$349.27	The Grant Award included the following allowable other expenses: office rent, house lease, utilities, telephone/internet, cell phones, furniture and appliances, computers, insurance, flexible funding and indirect costs. The NDCS reimbursed the grantee for magazine subscriptions, a Survey Monkey subscription, and software subscriptions, which do not appear to be allowable under the grant.
Membership Fees and Dues	WAC	\$328.00	The Grant Award included the following allowable other expenses: office supplies, postage and delivery, intensive vocational and life skills training materials, and drug testing supplies. The NDCS reimbursed the grantee for a membership fee for the Hastings Chamber of Commerce, which is not allowable under the grant.
Decorative Furnishings	MHA	\$68.95	The Grant Award included the following allowable other expenses: office rent, house lease, utilities, telephone/internet, cell phones, furniture and appliances, computers, insurance, flexible funding and indirect costs. The NDCS reimbursed the grantee for six pieces of artwork and a turtle figurine, which are not allowable under the grant.
Training Retreat Meals	MHA	\$62.31	The Grant Award included the following allowable other expenses: office rent, house lease, utilities, telephone/internet, cell phones, furniture and appliances, computers, insurance, flexible funding and indirect costs. The NDCS reimbursed the grantee for food purchased at HyVee, which does not appear to be allowable under the grant. Additionally, only a portion of the receipt was provided, therefore, a determination regarding the reasonableness of the amount allocated could not be determined.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

COMMENTS AND RECOMMENDATIONS

(Continued)

2. Unallowable Costs (Concluded)

Expense Type	Grantee	Amount	Notes
Time Clocks	WAC	\$30.40	The Grant Award included the following allowable other expenses: office supplies, postage and delivery, intensive vocational and life skills training materials, and drug testing supplies. The NDCS reimbursed the grantee for the purchase of a time clock, which is not allowable under the grant.
Gift Cards	ResCare	\$25.97	The Grant Award included the following allowable other costs: employee relation/public relations costs, wireless cell phones, liability insurance, audit costs, payroll services, indirect costs, management fees, background/drug testing, postage/courier, dues and subscriptions, staff education and seminars. The NDCS reimbursed the grantee for a portion of two \$25 gift cards provided to its employees for recognition of an anniversary and for exceeding performance expectations. The APA does not consider incentive payments for meeting its contractual obligations or for recognizing anniversary dates to be a reasonable use of State funds
Totals		\$7,079.65	

The current Grant Award Notification for all grantees contains the same “Terms and Conditions of Award” provision, which states the following:

C. The terms and conditions of award and budget may be modified only by amendment, executed by both parties. No alteration or variation of the terms and conditions shall be valid unless made in writing and signed by both parties.

....

U. All expenses must be previously approved budget items from the grant application.

Good internal controls require procedures to ensure that all reimbursements paid by the NDCS under the Program are included in the Grant Agreement’s approved budget and are reasonable uses of State funds. Without such procedures, there is an increased risk for the loss or misuse of grant funds.

We recommend the NDCS implement procedures to ensure the proper monitoring of grants. Such monitoring procedures should ensure the reimbursement of expenses is in accordance with the Grant Agreement’s approved budget, and all expenses are reasonable uses of State funds. We also recommend the NDCS review the approximately \$32,000 in identified unallowable costs paid to grantees to determine if repayment of those grant funds is warranted.

NDCS Response: The full agency response is included at the end of the Comments Section on page 37.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
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(Continued)

3. Over Budgeted Expenses

As mentioned previously, all grantee expenses reimbursed under the Program must be approved budget items, and any changes in budgeted line items must be approved by the NDCS. The APA's examination revealed issues with payments in excess of the overall budget, payments in excess of one or more budget categories, and individual expenses that did not agree to the approved budgets.

Overall Budget

The NDCS reimbursed expenses to PGH that were in excess of the approved total budget by \$193.65. Details of the budget and actual expenses are included in **Exhibit F**.

Budget Category

For six of the seven Program grantees tested, the APA reviewed the expenses paid for the grant period and determined that the NDCS reimbursed expenses in excess of the approved budget for the five expense categories by a total of \$46,606.98. The table below shows the amount reimbursed over the authorized budget amounts for each budget category.

Grantee	Personnel	Fringe Benefits	Travel	Supplies	Other	Total
CFPIN	\$2,846.96			\$266.12	\$5,265.46	\$8,378.54
Goodwill	\$9,908.84					\$9,908.84
WAC		\$3,918.74				\$3,918.74
MCC			\$596.33			\$596.33
MHA		\$11,657.17	\$30.45		\$4,654.53	\$16,342.15
PGH	\$3,605.64		\$1,729.61	\$793.54	\$1,333.59	\$7,462.38
Totals	\$16,361.44	\$15,575.91	\$2,356.39	\$1,059.66	\$11,253.58	\$46,606.98

The budgeted amounts and the actual expenses reimbursed for these grantees are included in **Exhibits B through G**.

The NDCS was aware that the grantees were requesting more than the budgeted amount in these expense categories; however, NDCS decided to reimburse the expenses as long as the amount reimbursed remained under the total budgeted amount.

Individual Transactions in Excess of Budget

Finally, the APA's testing identified several individual transactions that exceeded the amount included in the budget for the expense. A summary by expense category is included below, with the details for each category to follow:

Expense Category	Amount
Personnel and Fringe Benefits	\$12,976.64
Other	\$46,461.44
Total	\$59,438.08

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COMMENTS AND RECOMMENDATIONS

(Continued)

3. Over Budgeted Expenses (Continued)

Personnel and Fringe Benefits

The APA identified Program overpayments for grantee personnel and fringe benefits when comparing the monthly amounts paid to the approved budgets for the months tested. Upon further review, the APA determined that reimbursements for wages for the grant period ended June 30, 2016, exceeded the Grant Awards' budgeted amount, as illustrated by the following table.

Expense Category	Position	Grantee	Total Paid 2/1/15-6/30/16	Budgeted Amount	Overpayment
Personnel	Payroll Specialist	Goodwill	\$5,487.85	\$5,333.00	\$154.85
Personnel	HR Generalist	Goodwill	\$4,454.93	\$4,275.00	\$179.93
Personnel	Database Manager	Goodwill	\$8,244.97	\$7,950.00	\$294.97
Personnel	Program Director	MCC	\$70,355.55	\$69,891.00	\$464.55
Personnel	Employment Specialist (1)	MHA	\$28,333.05	\$24,521.65	\$3,811.40
Fringe Benefits	Employment Specialist (1)	MHA	\$7,510.32	\$3,735.75	\$3,774.57
Fringe Benefits	Peer Specialist	MHA	\$6,673.09	\$3,736.08	\$2,937.01
Total			\$131,059.76	\$119,442.48	\$11,617.28

Note 1: This budgeted amount for this grantee allows 1.5 full-time equivalent (FTE) for this position. The grantee requested reimbursement for two individuals in this position. One of the employees appeared to be a full-time employee, while the other appeared to be an approximately .6 FTE employee, based on the amount paid for that period. The APA used .6 FTE for the entire grant period to calculate the overpayment for personnel and fringe benefits. The NDCS lacked procedures to monitor the number of FTEs paid each month to ensure compliance with the budget.

Additionally, the APA determined that the NDCS overpaid CFPIN for one employee who was paid an hourly rate in excess of that in the approved budget. The following table shows the amount overpaid for the month tested.

Position	Grantee	Pay Period	Rate Paid	Budgeted Rate	Overpayment
Data Entry	Center for People In Need	5/9/16 - 7/3/16	\$16.71	\$16.46	\$19.00

The APA determined this individual was not overpaid for the total grant period; however, the amount reimbursed for the pay period exceeded the budgeted amount.

Furthermore, the APA determined that the NDCS overpaid ResCare for the wages of its employees, which were based on an allocation method different from that in the approved budget. The NDCS failed to provide documentation to support the change in allocation method or for its fringe benefit totals. The following table summarizes these overpayments for the month tested:

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(Continued)

3. Over Budgeted Expenses (Continued)

Position	Payroll Per Rescare or APA Calculated (1)	Allocation Used for Reimbursement	Portion Reimbursed to Grantee	Calculated Amount of Reimbursement	Allocation Rate per Budget	Reimbursement Amount Per Budget Allocation	Variance
Director	\$10,624.80	4.27%	\$453.50	\$453.68	3.29%	\$349.56	\$103.94
Employment Specialist 1	\$3,840.00	77.95%	\$2,993.27	\$2,993.28	65.94%	\$2,532.10	\$461.17
Project Accountant (2)	\$5,241.60	8.22%	\$430.64	\$430.86	14.85%	\$778.38	(\$347.74)
Supervisor (3)	\$5,294.40	66.66%	\$2,687.79	\$3,529.25	57.59%	\$3,049.04	(\$361.25)
Employment Specialist 2	\$3,840.00	77.95%	\$2,993.27	\$2,993.28	65.94%	\$2,532.10	\$461.17
Employment Specialist 3	\$3,107.20	77.95%	\$2,422.05	\$2,422.06	65.94%	\$2,048.89	\$373.16
Employment Specialist 4	\$3,844.00	77.95%	\$2,996.38	\$2,996.40	65.94%	\$2,534.73	\$461.65
Operations Manager	\$9,779.76	4.27%	\$417.94	\$417.60	2.37%	\$231.78	\$186.16
Director	\$1,716.39	4.27%	\$73.29	\$73.29	4.31%	\$73.98	(\$0.69)
Employment Specialist 1	\$466.45	77.95%	\$363.60	\$363.60	76.00%	\$354.50	\$9.10
Project Accountant	\$910.22	8.22%	\$74.82	\$74.82	4.31%	\$39.25	\$35.57
Supervisor	\$635.18	66.66%	\$423.41	\$423.41	80.00%	\$508.14	(\$84.73)
Employment Specialist 2	\$365.63	77.95%	\$285.01	\$285.01	76.00%	\$277.88	\$7.13
Employment Specialist 3	\$1,514.71	77.95%	\$1,180.72	\$1,180.72	76.00%	\$1,151.18	\$29.54
Employment Specialist 4	\$344.21	77.95%	\$268.31	\$268.31	76.00%	\$261.60	\$6.71
Operations Manager	\$1,332.32	4.27%	\$56.89	\$56.89	4.31%	\$57.42	(\$0.53)
Totals			\$18,120.89	\$18,962.46		\$16,780.53	\$1,340.36

(1) The salary amounts were obtained from documentation provided by Rescare showing the monthly salary amounts for each employee. Rescare did not provide adequate documentation to support the total fringe benefits of its employees. Therefore, the figure is a calculated amount based on the allocation rate and the amount of fringe benefits requested for reimbursement. The NDCS should ensure the total fringe benefits are adequately documented so they can ensure the amount reimbursed is accurate.

(2) The salary amount used to calculate the reimbursement to the grantee did not agree to the payroll spreadsheet provided by Rescare for the Project Accountant salary. It appears Rescare used the \$10,624.80 salary of a different employee for the reimbursement. Additionally, the Project Accountant's total allocation consists of about three different rates. The overall rate based on the amount reimbursed for this time period and her documented salary is approximately 8.22%. This rate was also used for her fringe benefits.

(3) The salary amount used to calculate the reimbursement to the grantee did not agree to the payroll spreadsheet provided by Rescare for the Supervisor's salary. It appears Rescare used a salary amount of \$4,032.09 to calculate his reimbursement.

Other

The APA identified numerous purchases that exceeded the amount in the approved budget for the "Other" expense category. The following table summarizes these amounts.

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COMMENTS AND RECOMMENDATIONS

(Continued)

3. Over Budgeted Expenses (Continued)

Expense Type	Grantee	Amount Reimbursed	Budgeted Amount	Overpayment	Notes
Indirect Costs	MHA	\$109,162.73	\$69,558.30	\$39,604.43	The NDCS reimbursed MHA for indirect costs in excess of those provided for in the approved budget. The grantee's indirect cost rate was limited to 10% of the grant award. The June 2016 budget amendment included a total award of \$695,583. Because this item was budgeted only for the grant period, and not monthly, the APA included the amount reimbursed for the entire grant period in this table.
Cell Phone	MHA	\$10,383.49	\$5,440.00	\$4,943.49	The NDCS reimbursed MHA for cell phone costs in excess of those provided in the approved budget. The grantee's budget allowed for reimbursement of four cell phones for the grant period. During the month tested, the APA noted the reimbursement was for six cell phones. The cell phone expense on the budget is for the entire grant period; therefore, the APA included the amount reimbursed for the grant period, not the month, in this table. The NDCS also reimbursed one month in this grant period twice.
Participant Wages	Goodwill	\$8,559.00	\$7,608.00	\$951.00	Under the Grant Agreement, Goodwill reimburses employers for a portion of the wages and FICA taxes for participants in the program. The NDCS overpaid the amount of participant wages to Goodwill. The grantee's original budget stated that employers would be reimbursed \$8 per hour for the participant wages and taxes; however, Goodwill paid the employers \$9 per hour, resulting in an overpayment for the February 2016 wages.
Building Expenses	MHA	\$2,741.43	\$2,228.91	\$512.52	The NDCS reimbursed the grantee for building expense costs, which were based on the number of FTEs the grantee charged to the grant. For the month tested, payroll information indicated 7.2 employees worked on the grant; however, the costs for such items as rent, printing, phone, fiscal support, and postage were charged using 8.6 employees, and other costs were charged using 9.6 employees for the month tested. The approved grant allowed for 9 FTEs, so the charges using 9.6 were in excess of the budget. The lack of documentation to support the allocation of these costs resulted in the overpayment.

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(Continued)

3. Over Budgeted Expenses (Concluded)

Expense Type	Grantee	Amount Reimbursed	Budgeted Amount	Overpayment	Notes
Indirect Costs	MCC	\$3,599.14	\$3,205.53	\$393.61	The Grant Agreement provides for an indirect cost rate of 10% of salary and fringe benefits. Due to the unallowable salaries and fringe benefits included in Comment and Recommendation Number 2, as well as the overpayment of the Program Director's salary referenced above, the indirect cost rate was overpaid.
Cell Phone	ResCare	\$165.08	\$115.20	\$49.88	The approved Grant Agreement allowed for the reimbursement of cell phone costs for two employees. However, the NDCS reimbursed the grantee for a portion of five cell phones. The amount charged appears to have exceeded the cost of two cell phones.
Cell Phone	Goodwill	\$136.51	\$130.00	\$6.51	The approved Grant Agreement allowed for the reimbursement of cell phone usage at \$65 per month. The NDCS reimbursed the grantee in excess of that amount for the month tested, which consisted of two months of cell phone service.
Totals		\$134,747.38	\$88,285.94	\$46,461.44	

As mentioned previously, the Grant Award Notification for all grantees contains the same "Terms and Conditions of Award" provision, which states the following:

C. The terms and conditions of award and budget may be modified only by amendment, executed by both parties. No alteration or variation of the terms and conditions shall be valid unless made in writing and signed by both parties.

....

U. All expenses must be previously approved budget items from the grant application.

Additionally, good internal controls require procedures to ensure compliance with budgets established in the Grant Agreements. Such procedures would necessarily include strengthening the review process to ensure compliance with the Grant Agreements. Without such procedures, there is an increased risk for the loss or misuse of State grant funds.

We recommend the NDCS improve its monitoring of grants to ensure expenses are reimbursed in accordance with the approved Grant Agreement's budget. Such improved monitoring should include a review of the overall budget, the budgeted expense categories, and the individual transactions to ensure actual amounts reimbursed are within the parameters approved in the Grant Agreement. We also recommend the NDCS review the nearly \$60,000 in individual expenses paid to grantees in excess of the approved budget amounts to determine if repayment of those grant funds is warranted.

NDCS Response: The full agency response is included at the end of the Comments Section on page 37.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
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COMMENTS AND RECOMMENDATIONS

(Continued)

4. Lack of Documentation

The NDCS made Program payments totaling approximately \$91,000 to grantees without documentation to support the expenses requested for reimbursement. The details of those payments are provided in the following table.

Expense Category	Grantee	Vendor	Month Incurred	Amount	Notes
Personnel	MHA	N/A	June 2015	\$686.13	The NDCS reimbursed the grantee for an extra payment to the program coordinator without documentation to support the payment. After the APA's inquiry, the grantee was contacted and explained that the payment was for 30.12 hours of earned vacation pay that was cashed in by the employee. The employee's rate of pay was \$22.78, which agrees to the total amount paid. In addition to the lack of documentation, this type of payment is not included in the Grant Agreement.
Personnel	PGH	N/A	May 2016	\$486.15	The NDCS reimbursed the grantee for an extra monthly payment to the Construction Supervisor without documentation to support the payment. It appears that NDCS staff initially questioned the payment; however, the expense was paid prior to any support being received by the grantee.
Fringe Benefits	CFPIN	N/A	May-June-July 2016	\$389.49	The NDCS reimbursed the grantee for fringe benefits without documentation to support the payments.
Fringe Benefits	Goodwill	N/A	February 2016	\$3,477.61	The NDCS reimbursed the grantee for fringe benefits without documentation to support the payments.
Fringe Benefits	WAC	N/A	May 2016	\$4,076.78	The NDCS reimbursed the grantee for fringe benefits without documentation to support the payments.
Fringe Benefits	ResCare	N/A	December 2015	\$2,726.05	The NDCS reimbursed the grantee for fringe benefits without documentation to support the payments.
Fringe Benefits	MCC	N/A	October 2016	\$8,574.74	The NDCS reimbursed the grantee for fringe benefits without documentation to support the payments.
Fringe Benefits	MHA	N/A	June 2015	\$5,121.53	The NDCS reimbursed the grantee for fringe benefits without documentation to support the payments.
Supplies	Goodwill	Pitney Bowes Postage	February 2016	\$8.25	The NDCS reimbursed the grantee for this expense without an invoice to support the payment.
Other	CFPIN	Intuit Quickbase	May-June-July 2016	\$549.00	The NDCS reimbursed the grantee for this expense without an invoice to support the payment.
Other	Goodwill	PKG	February 2016	\$606.50	The NDCS reimbursed the grantee for this expense without an invoice to support the payment.

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(Continued)

4. Lack of Documentation (Continued)

Expense Category	Grantee	Vendor	Month Incurred	Amount	Notes
Other	WAC	Sioux Vista, LLC	May 2016	\$11,800.00	The NDCS reimbursed the grantee for lease payments without documentation to support the payment. Upon inquiry, the grantee provided a lease agreement. Sioux Vista owns the building. Sioux Vista is owned by the President of WAC. That individual is also employed by WAC.
Other	WAC	Insurance	May 2016	\$4,082.73	The NDCS reimbursed the grantee for various types of insurance, including workers' compensation, criminal justice liability, property insurance, life insurance for the owner, auto insurance, and more, without documentation to support the amounts paid. Upon inquiry, the grantee provided documentation to support the amount paid. However, the APA was unable to calculate the amount charged to the grant based on the allocation method used.
Other	MCC	Tuition Waivers	October 2016	\$47,604.00	The NDCS reimbursed the grantee for the tuition waivers without documentation to support the payment. While a general ledger was provided showing that payments were made, there was no information to identify which participants received the tuition waivers. Upon APA inquiry, the grantee did provide a listing of participants who received the waivers.
Other	PGH	Diamond Vogel Paint	May 2016	\$199.32	The NDCS reimbursed the grantee for this expense without an invoice to support the payment.
Other	PGH	CenturyLink	May 2016	\$118.72	The NDCS reimbursed the grantee for this expense without an invoice to support the payment.
Other	PGH	Whitehead Oil Company	May 2016	\$342.08	The NDCS reimbursed the grantee for this expense without an invoice to support the payment.
Totals				\$90,849.08	

The current Grant Award Notification for all grantees contains the same "Terms and Conditions of Award" provision, which states the following:

S. Documentation must include clear accounting documentation to include general ledgers, employee time sheets, and copies of invoices for all purchases. Provide documentation of names and positions of the people paid by the grant. Invoices from independent contractors shall be submitted by the Grantee with proof of payment required for reimbursement.

Good internal control requires documentation to be maintained that fully supports the grantee expenses reimbursed. Furthermore, good internal controls require adequate monitoring procedures to ensure all expenses reimbursed are supported by documentation.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
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COMMENTS AND RECOMMENDATIONS

(Continued)

4. Lack of Documentation (Concluded)

We recommend the NDCS implement procedures to ensure adequate documentation is on file prior to reimbursement of expense to the grantees. We also recommend the NDCS review the approximately \$91,000 in expenses paid to grantees without documentation to determine if repayments of those grant funds is warranted.

NDCS Response: The full agency response is included at the end of the Comments Section on page 37.

5. Inadequate Documentation

In addition to the Program payments made without documentation, as discussed above, the NDCS made payments totaling approximately \$86,000 to grantees without adequate documentation to support the expenses requested for reimbursement. The details of those payments are provided in the following table.

Expense Category	Grantee	Vendor	Amount	Notes
Personnel	Goodwill	N/A	\$12,303.36	The NDCS reimbursed the grantee for personnel salaries without having been provided copies of any employee timesheets, as required by the grant.
Personnel	ResCare	N/A	\$1,302.08	The NDCS reimbursed the grantee for personnel salaries without having been provided copies of timesheets, as required by the contract. The NDCS was missing timesheets for three employees of this grant.
Personnel	MHA	N/A	\$13,769.01	The NDCS reimbursed the grantee for personnel salaries without having been provided copies of any employee timesheets, as required by the grant.
Fringe Benefits	PGH	Nationwide	\$1,543.97	The NDCS reimbursed the grantee a total of \$2,269.10 for various types of insurance coverage. However, the invoice provided to support the expenses contained only the total amount due and failed to include adequate details to support the expense.
Fringe Benefits	PGH	BCBS	\$302.16	The NDCS reimbursed the grantee for its employee health insurance costs. However, the amount reimbursed did not agree to the documentation provided. The APA determined that the NDCS initially questioned the documentation provided, but the amount was paid prior to any additional information being received.
Travel	ResCare	N/A	\$125.36	The NDCS reimbursed the grantee for the mileage expenses of one of its employees. However, the travel log completed by the employee did not properly identify the beginning and ending locations travelled.
Travel	MHA	N/A	\$405.80	The NDCS reimbursed the grantee mileage expenses without adequate documentation to support the points of travel or to ensure mileage driven was reasonable. Charged to the grant were six separate mileage reimbursements for which the beginning and ending locations were not identified, for which the APA could not recalculate the miles driven based on the location documented, or for which possible overpayments were made.

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(Continued)

5. Inadequate Documentation (Continued)

Expense Category	Grantee	Vendor	Amount	Notes
Travel	WAC	N/A	\$1,055.16	The NDCS reimbursed the grantee for mileage expenses without procedures to ensure the mileage driven was reasonable or without adequate documentation for the trip. The APA recalculated the mileage driven and determined \$70.20 was unsupported based on the destinations included on the mileage logs. Additionally, for 31 of 86 total trips reimbursed, the grantee failed to adequately identify either the beginning or ending destination travelled. A total of 762 miles were reimbursed without such documentation, totaling \$411.48.
Travel	WAC	N/A	\$325.79	The NDCS reimbursed the grantee for travel expenses related to a conference in Vancouver, British Columbia. The grantee partially charged some of the expenses to the grant, while charging other expenses fully to the grant. The NDCS did not have documentation to explain the allocation method used to charge these expenses to the grant. The expenses were for valet parking, baggage fees, and car rental. The APA determined that cheaper parking was available at the hotel and that the baggage fee reimbursed was for an individual who was not associated with the grant.
Supplies	CFPIN	Harbor Freight Tools	\$99.99	The NDCS reimbursed the grantee for a purchase without having adequate documentation. The receipt from the vendor did not clearly identify the purchase for \$99.99. The description appears to have been cut off on the receipt copy.
Supplies	CFPIN	Wal-Mart	\$197.88	The NDCS reimbursed the grantee for a purchase without having adequate documentation. The copy of the receipt from the vendor did not include a date of the purchase, as it appears to have been cut off on the copy of the receipt.
Supplies	CFPIN	Corporate Training Materials	\$144.57	The NDCS reimbursed the grantee for an amount not included on the receipt without further documentation to support the payment. The grantee provided a receipt for training materials totaling \$1,994. However, on the request for reimbursement, the grantee added \$144.57 in taxes to the total amount requested, which was not included on the receipt. This tax amount was deducted from the amount requested on the documentation provided; however, it was still reimbursed by the NDCS.
Supplies	MHA	Family Thrift Center	\$29.87	The NDCS reimbursed the grantee for four separate purchases from the vendor. Each purchase included the description, "ELECT," which was not adequate to determine the nature of the purchase.
Supplies	PGH	Pioneer Printing	\$50.41	The NDCS reimbursed the grantee for a purchase that lacked an itemized receipt. The APA determined that the NDCS initially questioned the lack of documentation; however, reimbursement was made prior to the NDCS receiving any additional information.
Supplies	PGH	Eakes Office Solutions	\$69.39	The NDCS reimbursed the grantee for a purchase that lacked an itemized receipt. The APA determined that the NDCS initially questioned the lack of documentation; however, reimbursement was made prior to the NDCS receiving any additional information.
Supplies	PGH	Duane L. Vanderbeek	\$146.26	The NDCS reimbursed the grantee for the purchase of accounting software. Initially, the NDCS questioned the whether the purchase was related to the grant; however, the NDCS reimbursed the expense prior to receiving any additional information.

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(Continued)

5. Inadequate Documentation (Continued)

Expense Category	Grantee	Vendor	Amount	Notes
Supplies	PGH	Acme Printing Company	\$428.00	The NDCS reimbursed the grantee for the purchase of textbooks. Initially, the NDCS questioned whether the purchase was related to the grant; however, the NDCS reimbursed the expense prior to receiving any additional information. Furthermore, one invoice did not contain itemized information, but the amount was reimbursed nonetheless.
Consultants/ Contracts	CFPIN	Christian Heritage	\$20,198.42	The NDCS reimbursed the grantee \$20,198.42 for three different payments to this vendor under a contract between the grantee and the contractor for services including payroll, benefits, mileage, phone bills, etc. The NDCS did not receive any timesheets, invoices, or other documentation to support the payment to the contractor. Therefore, the APA requested the documentation to support the payments and determined that a total of \$2,884.66 lacked documentation for payment. The APA also determined that at least \$35.76 of the payments was not allowable under the contract.
Consultants/ Contracts	CFPIN	Brian Hull	\$150.00	The NDCS reimbursed the grantee for contractual services prior to receiving adequate documentation. The grantee had a contract with the vendor to provide class instruction at \$25 per class. The documentation provided to the NDCS included only three dates, each with an amount of \$50. The NDCS does not appear to have verified whether the classes were actually held.
Consultants/ Contracts	CFPIN	Amy Wolfe	\$200.00	The NDCS reimbursed the grantee for contractual services prior to receiving adequate documentation. The grantee had a contract with the vendor to provide class instruction at \$25 per class. The documentation provided to the NDCS included two handwritten invoices identifying the date and time of eight classes. The NDCS does not appear to have verified whether the classes were actually held.
Consultants/ Contracts	WAC	Mary Lanning	\$5,900.00	The NDCS reimbursed the grantee for contractual services without receiving adequate documentation. The grantee's contract with the vendor required the vendor to provide three meals a day to the program participants. The grantee provided a \$11,914.22 bill for guest trays with a handwritten note that specified 472 days that residents had received meals at \$12.50 per day. The NDCS did not have any information on file to verify the number of participant meals provided or if the participant count was accurate.
Consultants/ Contracts	PGH	Tara Luedtke	\$500.00	The NDCS reimbursed the grantee for contractual services without a current contract on file. The NDCS appears to have initially questioned the lack of an updated contract; however, the reimbursement was made prior to receiving any additional information.
Consultants/ Contracts	PGH	Dennis Berry	\$840.00	The NDCS reimbursed the grantee for contractual services without a current contract on file. The NDCS appears to have initially questioned the lack of an updated contract; however, the reimbursement was made prior to receiving any additional information.
Consultants/ Contracts	PGH	Nick Faustman	\$2,000.00	The NDCS reimbursed the grantee for contractual services prior to obtaining documentation to verify the expenses were related to the grant. The NDCS appears to have initially questioned the relationship of the expense to the grant; however, reimbursement was made prior to receiving any additional information.

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COMMENTS AND RECOMMENDATIONS

(Continued)

5. Inadequate Documentation (Continued)

Expense Category	Grantee	Vendor	Amount	Notes
Consultants/ Contracts	PGH	Phoenix Web Group	\$134.06	The NDCS reimbursed the grantee for contractual services without a current contract on file. The NDCS appears to have initially questioned the lack of a contract; however, the reimbursement was made prior to receiving any additional information.
Other	ResCare	N/A	\$1,908.86	The NDCS reimbursed the grantee for indirect costs based on a flat rate of 9.68% of operating expenses for the month. This flat reimbursement rate does not appear to be "actual" expenses required by the contract.
Other	ResCare	N/A	\$1,405.85	The NDCS reimbursed the grantee for management fees based on a flat rate of 6.5% of operating expenses for the month. This flat reimbursement rate does not appear to be "actual" expenses required by the contract. Additionally, the NDCS does not appear to have had an understanding of the differences between the indirect costs and the management fees charged by the vendor. The grantee stated that the management fee is ResCare's profit earned on the project.
Other	ResCare	N/A	\$47.28	The NDCS reimbursed the grantee for liability insurance calculated at \$3.97 per \$1,000 of the prior month revenues. The NDCS did not have invoices to support the total amount of the insurance payment.
Other	MCC	N/A	\$3,599.14	The NDCS reimbursed the grantee for indirect costs based on a flat rate of 10% of operating expenses for the month. This flat reimbursement rate does not appear to be "actual" expenses required by the contract.
Other	MHA	N/A	\$5,837.03	The NDCS reimbursed the grantee for indirect costs based on a flat rate of 10% of operating expenses for the month. This flat reimbursement rate does not appear to be "actual" expenses required by the contract.
Other	MHA	International Association of Peer Supporters	\$25.00	The NDCS reimbursed the grantee for a one-year membership to the International Association of Peer Supporters. The NDCS obtained an invoice stating four employees' memberships were paid at \$25 per member; however, the NDCS failed to determine which employee received the membership to ensure the amount allocated was related to the grant. Additionally, the budget did not include a line item for dues and subscriptions.
Other	Goodwill	Goodwill Transitional Wages	\$8,559.00	The NDCS reimbursed the grantee for wages paid to participants without adequate documentation, such as timesheets or contracts.
Other	Goodwill	Canfield's	\$192.59	The NDCS reimbursed the grantee for the purchase of work attire for participants without the identification of the participants or without knowing whether the individuals participated in the program.
Other	WAC	Central Community College	\$1,034.00	The NDCS reimbursed the grantee for payments made to Central Community College for various courses for its participants. The documentation provided to the NDCS included a receipt with a credit card total and no information to verify the classes or credits paid. The APA obtained documentation from the grantee to support the credits paid.
Other	WAC	Verizon	\$32.40	The NDCS reimbursed the grantee for a prepaid phone. The documentation provided indicated a cost of \$30. Tax of \$2.40 was handwritten on this payment history. Additionally, the NDCS did not verify that the use of the phone was related to the grant prior to payment.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
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COMMENTS AND RECOMMENDATIONS

(Continued)

5. Inadequate Documentation (Continued)

Expense Category	Grantee	Vendor	Amount	Notes
Other	PGH	Tim Foster	\$156.55	The NDCS reimbursed the grantee for travel and meal expenses prior to obtaining information to ensure the expenses were related to the grant. The NDCS appears to have initially questioned these expenses because of the lack of information included on the receipt and uncertainty as to whether the expenses were related to the grant; however, reimbursement was made prior to receiving any additional information.
Other	PGH	Nationwide Insurance	\$725.13	The amount requested for reimbursement did not agree to the documentation. NDCS questioned how this expense was allocated to the program; however, expense was paid prior to receiving any additional information.
Other	PGH	Western Tire Company	\$10.00	The NDCS reimbursed the grantee prior to the receipt of an itemized receipt. The NDCS appears to have initially questioned this lack of information; however, reimbursement was made prior to receiving any additional information.
Other	PGH	Norland Pure	\$51.44	The NDCS reimbursed the grantee prior to the receipt of an itemized receipt. The NDCS appears to have initially questioned this lack of information; however, reimbursement was made prior to receiving any additional information.
Totals			\$85,805.81	

Additionally, the APA determined that some of the grantees did not provide adequate documentation to support the method used to allocate certain expenses to the grant. The APA identified an additional \$8,500 in expenses for which the method used to allocate the expenses was not adequately documented.

Expense Type	Grantee	Amount Allocated	Amount Reimbursed
Utilities (Trash, Electricity, Water, Gas)	CFPIN	25.00%	\$4,077.25
Telecommunication (Phone, Cable)	CFPIN	25.00%	\$682.11
Air Conditioning Repair & Maintenance	CFPIN	25.00%	\$555.13
Alarm Monitoring & Repair	CFPIN	25.00%	\$373.90
Parking Lot Signs	CFPIN	25.00%	\$352.56
Grounds Repair & Maintenance	CFPIN	25.00%	\$131.24
Bathroom Supplies	CFPIN	25.00%	\$122.53
Carpet Maintenance	CFPIN	25.00%	\$103.23
Security System	CFPIN	25.00%	\$53.22
IT Support	CFPIN	23.92%	\$47.49
Door Repairs	CFPIN	25.00%	\$37.50
Telecommunication (Phone)	Goodwill	0.59%	\$115.91
Agency Dues	Goodwill	1.53%	\$206.93
Agency Dues	WAC	51.83%	\$244.06
Software Installation	WAC	50.00%	\$96.30
Software Installation	WAC	100.00%	\$74.90
Telecommunication (Phone)	WAC	65.75%	\$346.92
Window Cleaning	WAC	100.00%	\$88.00

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

COMMENTS AND RECOMMENDATIONS

(Continued)

5. Inadequate Documentation (Concluded)

Expense Type	Grantee	Amount Allocated	Amount Reimbursed
Supplies – McAfee Antivirus Software	ResCare	4.58%	\$258.48
Charter Phone Service	ResCare	1.30%	\$4.43
Cell Phones	ResCare	58.83%	\$165.08
Audio and Web Conferencing	ResCare	0.00%	\$0.20
Lease Agreement	ResCare	2.71%	\$23.21
Storage Unit	ResCare	2.05%	\$1.23
Seminars	ResCare	4.27%	\$1.46
ADP	ResCare	0.03%	\$17.83
Engineering Services	ResCare	4.27%	\$200.36
Online Storage	ResCare	1.18%	\$0.71
Motivational Training	ResCare	4.27%	\$93.94
Hotel Reimbursement	ResCare	4.27%	\$10.73
Mileage Reimbursement	ResCare	4.27%	\$9.87
Other Travel Expenses	ResCare	49.97%	\$11.75
Total			\$8,508.46

The current Grant Award Notification for all grantees contains the same “Terms and Conditions of Award” provision, which states the following:

S. Documentation must include clear accounting documentation to include general ledgers, employee time sheets, and copies of invoices for all purchases. Provide documentation of names and positions of the people paid by the grant. Invoices from independent contractors shall be submitted by the Grantee with proof of payment required for reimbursement.

The current Grant Award Notification for all grantees also contains this requirement:

V. All travel must be documented including dates, mileage, start and stop locations, purpose of trip, signature of person traveling and approval. Provide a copy of detailed receipts with the documentation to support the travel reimbursement, a credit card receipt that just shows a total is not acceptable. No alcohol can be on any receipts for reimbursement of meals.

Good internal control and sound business practice require that adequate supporting documentation be on file to support fully the grantee expenses reimbursed. Furthermore, good internal control requires documentation provided to contain dates of services or other such identifying information to ensure the expense reimbursement was not duplicated. Finally, good internal control requires that adequate monitoring procedures be in place to ensure all expenses reimbursed are associated with the Program and are appropriate uses of grant funds.

We recommend the NDCS strengthen its monitoring procedures to ensure all reimbursements have the appropriate documentation on file to ensure compliance with the Grant Award and prevent overpayments. We also recommend the NDCS review the approximately \$94,000 in expenses identified in this comment to determine if repayment of those grant funds is warranted.

NDCS Response: The full agency response is included at the end of the Comments Section on page 37.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

COMMENTS AND RECOMMENDATIONS

(Continued)

6. Funding of Vocational and Life Skills Program Grants

The Program is a separately established program that receives specific appropriations from the Nebraska Legislature. However, the NDCS paid \$556,594.98 to its Program grantees from other funding sources, as shown in the following table.

Fund	Program	Grantee	Amount
Reentry Cash Fund	Central Office	PGH	\$210,000.00
Parole Cash Fund	Central Office	WAC	\$346,594.98
Totals			\$556,594.98

The reimbursements to the grantees from these other sources occurred primarily between June 2015 and October 2015.

According to the NDCS staff, the use of funding from other sources was necessitated by an error in calculating the original grant awards. This is evidenced by a March 2015 letter to grantees, explaining the error. The following is an excerpt from the letter sent to Metropolitan Community College:

This letter serves as formal notification of a reduction in the grant award to your agency under the Vocational & Life Skills program. As we discussed on the phone on March 19th, the department erred in calculating the amount of available funding for the 17-month grant cycle. I deeply regret this error and the practical implications on your agency.

Due to this error, each of the eight grantee's budgets is being reduced by 7.6 percent. For your agency, this amounts to a reduction of \$77,827.88. The amended grant amount is \$941,419.12.

The initial and reduced grant awards are shown in the following table.

Grantees	Initial Grant (February 2015)	Reduced Grant (March 2015)
Center for People in Need	\$1,087,979.00	\$1,004,903.00
Metropolitan Community College	\$1,019,247.00	\$941,419.12
Western Alternative Correction	\$1,310,085.00	\$1,210,049.25
Mental Health Association of NE	\$753,197.00	\$695,684.22
Goodwill Industries	\$658,462.00	\$608,183.02
ResCare	\$328,884.00	\$303,771.00
Prairie Gold Homes	\$947,276.80	\$874,944.43
Released and Restored	\$164,958.00	\$152,362.10
Total Awarded	\$6,270,088.80	\$5,791,316.14
Total Grant Allocation for Grant Period (70%)		
Note (1)	\$5,481,318.50	\$5,481,318.50
Variance	\$788,770.30	\$309,997.64

Note (1): Total appropriations for the period were \$7,830,455. The table above represents 70% of the funding paid to grantees.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
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COMMENTS AND RECOMMENDATIONS

(Continued)

6. Funding of Vocational and Life Skills Program Grants (Concluded)

Based on the amount awarded compared to the available appropriations that could have been used for grants, the NDCS appears to have awarded more to its grantees than was available.

As of June 30, 2015, however, the NDCS re-appropriated \$1,462,543 in unused appropriations that had not been requested from the grantees. Likewise, at June 30, 2016, \$1,919,987 was also re-appropriated. Because of these unused appropriations, the NDCS knew as early as June 30, 2015, that sufficient funds existed to pay the grant awards entirely from the Program. Nevertheless, some grant payments had already been made from the other funds noted above.

Neb. Rev. Stat. § 83-904(2) (Cum. Supp. 2016) provides, in relevant part, the following:

The Vocational and Life Skills Programming Fund is created. The fund shall consist of appropriations from the Legislature, funds donated by nonprofit entities, funds from the federal government, and funds from other sources. Up to thirty percent of the fund may be used for staffing the reentry program created under section 83-903 and to provide treatment to individuals preparing for release from incarceration. At least seventy percent of the fund shall be used to provide grants to community-based organizations, community colleges, federally recognized or state-recognized Indian tribes, or nonprofit organizations that provide vocational and life skills programming and services to adults and juveniles who are incarcerated, who have been incarcerated within the prior eighteen months, or who are serving a period of supervision on either probation or parole.

Good internal controls require procedures to ensure that appropriations made for specific purposes are exhausted prior to the use of other funds. Without such procedures, there is an increased risk that the appropriations made available by the Legislature will not be fully used.

We recommend the NDCS implement procedures to ensure the total amount available for grant awards has been correctly calculated prior to making Program reimbursements. We also recommend the NDCS ensure the appropriations provided by the Legislature are used completely prior to making Program grants with other Department funds.

NDCS Response: The full agency response is included at the end of the Comments Section on page 37.

7. Internal Control Issues

The APA identified a number of control issues with the NDCS' administration of the Program. Those issues are described in the following table.

Issue	Amount	APA Notes
Untimely Accounting Entry	\$15,904	In July 2015, 40 Dell tablets were purchased and received for use by the inmate participants of the Program. On September 28, 2015, the NDCS returned the tablets because they would not work on the network. In early October 2015, Dell credited the NDCS's account for the returned tablets. However, the NDCS failed to perform the entry into the State's accounting system until late June 2016, almost nine months after the tablets were returned.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
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COMMENTS AND RECOMMENDATIONS

(Continued)

7. Internal Control Issues (Concluded)

Issue	Amount	APA Notes
Missing Inventory	\$10,215	Four hundred workbooks for the Program were purchased in December 2015 (\$10,000 books + \$215 shipping) and received on January 15, 2016. In March 2016, the former Controller of the NDCS stated that the workbooks were “lost either when the Central Warehouse had a vendor picking up some items for destruction or through some other error.” Therefore, the NDCS could not account for these books.
Lack of Review of Office Supply Billing	N/A	The APA determined that the NDCS failed to review the monthly office supply billing prior to payment to ensure all expenses billed were appropriate.

Good internal controls and sound business practices require procedures to ensure the following: 1) all accounting transactions are recorded timely; 2) inventory is securely stored and accounted for; and 3) expenses are reviewed prior to payment to ensure their accuracy and appropriateness.

Without such procedures, there is an increased risk for financial statement errors, the theft, loss or misuse of assets, and the payment for expenses unrelated to the Program.

We recommend the NDCS implement procedures to ensure accounting entries are recorded timely, all inventory is secure and accounted for, and documentation to support expenses is reviewed prior to payment.

NDCS Response: The full agency response is included at the end of the Comments Section on page 37.

8. Inventory Compliance

The APA determined that assets acquired by grantees through Program grants were not placed on the NDCS’ Fixed Asset Inventory listing, as required by the Grant Agreements.

Grantee	Amount	Description
MCC	\$8,999.94	Six Dell Surface Pros at approximately \$1,500 each

Section Z of the current Grant Award Notification, states the following:

Grantee shall provide documentation for all equipment purchased at a unit cost of \$1500 or more this equipment will be considered NDCS inventory and placed on the NDCS Fixed Asset Inventory. All fixed asset inventory items must be returned to NDCS at the end of the grant period.

Additionally, good internal controls require procedures to ensure that all NDCS assets are properly added to the agency’s fixed asset listings. Without such procedures, there is an increased risk not only that assets in grantee custody will not be returned to the NDCS at the end of the grant period in accordance with the Grant Agreement but also the loss or misuse of such assets.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
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COMMENTS AND RECOMMENDATIONS

(Continued)

8. Inventory Compliance (Concluded)

We recommend the NDCS implement procedures to ensure all assets are properly added to its fixed asset records in accordance with the terms of each Grant Agreement.

NDCS Response: The full agency response is included at the end of the Comments Section on page 37.

9. Account Coding Issues

The APA identified a few issues related to the coding of transactions by the NDCS in the State's accounting system. Those issues are explained in further detail below.

Grant Coding

The APA determined that the NDCS failed to record to the proper accounts \$1,605.13 in reimbursements made to the Mental Health Association for June 2015. After being identified, the improper coding was revised in November 2015. However, that revision did not correct all of the coding errors noted. A list of the June 2015 transaction coding errors that remained uncorrected by the November 2015 revision is provided in the table below.

G/L Date	Description	Amount	Original Coding	Correct Coding
6/25/2015	Great Place Property (Rental of 5 Parking Spaces)	\$1,200.00	Consultants/ Contracts	Other
6/19/2015	Region V Systems (Printing Expenses)	\$16.64	Other	Supplies
6/19/2015	Region V Systems (Postage Expenses)	\$11.45	Other	Supplies
6/13/2015	Capital One – HyVee for Training (Meals)	\$62.31	Other	Consultants/ Contracts
6/14/2015	Capital One – EB (School Mental Health Conference)	\$40.00	Other	Consultants/ Contracts
6/13/2015	Capital One – WalMart (Honu House Update)	\$142.07	Other	Consultants/ Contracts
6/13/2015	Capital One – Lowes (Honu House Update)	\$26.84	Other	Consultants/ Contracts
6/13/2015	Capital One – Lincoln/Lancaster (Inspection Fees)	\$75.00	Other	Consultants/ Contracts
6/25/2015	Invoice (Menards – top soil)	\$30.82	Other	Consultants/ Contracts
	Total	\$1,605.13		

Additional errors were also noted upon review of the November 2015 journal entry to revise the coding. The June, July, and August reimbursements totaling \$650.58 for copier expenses were moved to the "Other" expense category but should have been coded as "Supplies." Moreover, one \$245 expense for CPR training was moved to the "Other" expense category when its initial coding was proper.

The Grant Agreement with the Mental Health Association describes the types of activities and expenses that should be coded to "Consultants/Contracts," "Other," and "Supplies," as follows:

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

COMMENTS AND RECOMMENDATIONS

(Continued)

9. Account Coding Issues (Continued)

E. **Consultants/Contracts – Consultant Fees** - For each consultant enter the name, if known, service to be provided, hourly or daily fee, and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from the NDCS.

Name of Consultant	Service Provided	Computation	Grant Amount
To be determined	Training - Peer Support Certification	10 @ \$50	(In-Kind)
To be determined	Training - Suicide Intervention	10@ \$50	(In-Kind)
To be determined	Training - Trauma Informed Care	10 @ \$30	(In-Kind)
Region V Systems	Training - 1 st Aid/CPR	10 @ \$30	(In-Kind)
Total			0

Contracts – Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$50,000.

Item	Location	Computation	Grant Amount
Facility modifications to meet ADA accessibility and health & safety issues (as needed)	KEYA Extended Stay	Exterior ramp, accessible bathroom, kitchen, bedroom	20,000
Total			20,000

D. **Supplies –** List items by type (office supplies, postage, training materials, copying paper, books, and expendable equipment costing less than \$1500).

Supply Items	Computation	Grant Amount
Office Supplies – HOPE Program	Basic supplies; \$50/mo x 17 mo	850
Office Supplies – REAL Program	Basic supplies; \$50/mo x 17 mo	850
Office Supplies – KEYA Extended Stay	Basic supplies; \$100/mo x 17 mo	1,700
Printing/Copying	Copier lease, commercial printing (brochures, business cards, reports); \$100/mo x 17 mo	1,700
Postage	60 @ \$.50/mo x 17 mo	510
Cleaning Supplies – KEYA Extended	Disinfectants, bathroom cleaner, dishwasher soap, laundry detergent, toilet paper, paper towels; \$100/mo x 17/mo	1,700
Health and Safety Supplies	1 st Aid Kits, Fire Extinguishers, Smoke Detectors, flashlights, batteries;	1,400
Total		8,710

Travel Coding

The APA determined that the NDCS incorrectly coded the travel expenses associated with two trips, as described in the following table.

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COMMENTS AND RECOMMENDATIONS

(Continued)

9. Account Coding Issues (Concluded)

Dates	Purpose of Trip	Amount	APA Notes
7/20/2015 - 7/25/2015	Prison Rape Elimination Act (PREA) Audit	\$1,021.31	The Program Administrator traveled out of state to perform a PREA audit. This activity is unrelated to the Program and should not have been recorded to it.
2/24/2016 - 2/27/2016	Risk and Threat Assessment Training	\$2,727.53	Three Behavior Health employees attended an Advanced Threat Assessment Training session in San Francisco, California. The wages of all three employees are paid from the Central Office program at the NDCS, not from the Program. Nevertheless, travel expenses for this trip were coded entirely to the Program, which does not appear reasonable based on the coding of these employees' payroll costs. The APA also determined that two other NDCS employees attended the same training and likely had the costs charged to the Program, but they were not tested or included in the total.
Total		\$3,748.84	

Inconsistent Coding

The APA determined that travel and operating expenses associated with three Re-Entry Specialists' positions were coded to the Program, but their payroll was coded to the NDCS' Central Office program. This coding issue is described in the table below:

Employee	Travel Expenses	Phone Charges	Total	Note
Employee #1 Note 2	\$1,287.37	\$545.73	\$1,833.10	These expenses were paid with Program funds; however, the payroll for the three employees was paid from the Central Office program.
Employee #2	\$806.70	\$459.81	\$1,266.51	
Employee #3	\$2,415.45	\$528.21	\$2,943.66	
Totals	\$4,509.52	\$1,533.75	\$6,043.27	

Note 1: This table includes only the amounts tested by the APA; therefore, it does not include the entire amounts for the examination period.

Note 2: This employee was promoted to Program Manager in February 2017, at which time his payroll was coded to the Program.

Good internal controls require procedures to ensure the proper and consistent coding of transactions in the accounting system. Without such procedures, there is increased risk that the grant will expend more than what was budgeted, unallowable purchases will be reimbursed, or the financial statements will be misstated.

We recommend that the NDCS review its method of coding administrative costs to the Program to ensure the coding is accurate, supported, and consistent.

NDCS Response: The full agency response is included at the end of the Comments Section on page 37.

10. Timesheets

The NDCS' overtime-exempt employees were not required to maintain timesheets or other similar supporting documentation; rather, they were required to record only leave used.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
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COMMENTS AND RECOMMENDATIONS
(Continued)

10. Timesheets (Concluded)

Neb. Rev. Stat. § 84-1001(1) (Reissue 2014) states the following, in relevant part:

*All state officers and heads of departments and their deputies, assistants, and employees, except permanent part-time employees . . . not required to render full-time service, shall render **not less than forty hours** of labor each week except any week in which a paid holiday may occur.*

(Emphasis added.) In addition, a good internal control plan requires that hours worked be adequately documented, via timesheets or time logs, etc., and that such documentation be kept on file to provide evidence of compliance with § 84-1001(1). Furthermore, a good internal control plan also requires the maintenance of adequate documentation to support that accrued employee sick and vacation leave was actually earned.

As a result of the NDCS policy, there was no support that full-time employees rendered at least 40 hours of labor each week, as required by § 84-1001(1), or part-time employees rendered the hours required each week.

A similar finding was noted in our prior NDCS attestation report for the period July 1, 2013, through December 31, 2014.

Without adequate records to support hours worked, there is not only an increased risk for fraudulent or inaccurate payment of regular hours and accumulation of leave but also an inability to ensure compliance with statutory requirements thereto.

We continue to recommend the NDCS establish a policy requiring all employees to maintain adequate documentation, such as timesheets or certifications, to support hours worked.

NDCS Response: The full agency response is included at the end of the Comments Section on page 37.

11. Review of Transportation Services Bureau (TSB) Vehicle Logs

The APA tested the \$1,997.24 payment made by the NDCS to the State's Transportation Services Bureau (TSB) in October 2016 for the use of State vehicles. This expense was charged to the Program. The APA identified the following concerns related to this payment:

- One vehicle leased by the NDCS had 49 undocumented miles on the mileage log. The beginning mileage for the vehicle did not agree to that listed on the TSB invoices. Therefore, the APA examined the prior month's travel log and determined that the last trip was not completed on the log, resulting in the 49 undocumented miles.
- The travel logs tested did not adequately identify the exact travel destinations or the purposes of each trip. The APA selected a sample of 10 trips from the travel logs and determined that five lacked adequate documentation, as described in the following table.

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COMMENTS AND RECOMMENDATIONS

(Continued)

11. Review of Transportation Services Bureau (TSB) Vehicle Logs (Continued)

Vehicle #	Date	Miles	From	To	Purpose of Trip	APA Notes
20046	8/26/16	64	Central Office	Omaha	Site Visit	Both the "Omaha" destination and the purpose of the trip were inadequate to verify that the vehicle use was for authorized travel.
20046	9/11/16	57	NCCW (1)	Honu House	Transport	The purpose of the trip was inadequate to verify that the vehicle use was for authorized travel.
20058	9/19/16	36	Central Office	Wilbur	Re-entry	The "Wilbur" destination was inadequate to verify that the vehicle was used for authorized travel.
20121	8/30/16	73	Central Office	Saline	Re-entry	The "Saline" destination was inadequate to verify that the vehicle was used for authorized travel.
20121	9/13/16	64	SOB-Omaha (2)	Central Office	Meeting/ Return	The purpose of the trip was inadequate to verify that the vehicle was used for authorized travel.

(1) NCCW is the Nebraska Correctional Center for Women in York, NE.

(2) SOB-Omaha is the State Office Building in Omaha, NE.

Due to the inadequate information for the 10 trips tested, the APA scanned the remaining travel logs and found that the issues described above occurred repeatedly throughout the logs reviewed. The following table summarizes one page of a travel log that contained several entries with inadequate information.

Vehicle #	Date	Miles	From	To	Purpose of Trip	APA Notes
20121	8/25/16	52	Central Office	NCCW	Illegible	The purpose of the trip was inadequate to verify that the vehicle was used for authorized travel.
20121	8/26/16	52	Central Office	NCCW	Vocational & Life Skills	The purpose of the trip was inadequate to verify that the vehicle was used for authorized travel. The return trip on the same day had the same purpose noted.
20121	8/30/16	73	Central Office	Saline	Re-entry	The "Saline" destination inadequate to verify that the vehicle was used for authorized travel.
20121	8/31/16	55	Central Office	NCCW	VLS w/ ResCare	The purpose of the trip was inadequate to verify that the vehicle was used for authorized travel.

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COMMENTS AND RECOMMENDATIONS

(Continued)

11. Review of Transportation Services Bureau (TSB) Vehicle Logs (Concluded)

Vehicle #	Date	Miles	From	To	Purpose of Trip	APA Notes
20121	9/2/16	51	Central Office	NCCW	VLS w/ ResCare	The purpose of the trip was inadequate to verify that the vehicle was used for authorized travel. The return trip on the same day had the same purpose noted.
20121	9/7/16	3	Central Office	DEC (1)	Orientation	The purpose of the trip was inadequate to verify that the vehicle was used for authorized travel.
20121	9/12/16	85	Central Office	Columbus	Platte Co.	The purpose of the trip was inadequate to verify that the vehicle was used for authorized travel.

(1) DEC is the Diagnostic and Evaluation Center – Lincoln, NE.

Finally, for a majority of the remaining trips, the purpose was identified as “Re-entry,” which is not adequate information for the reviewer of the travel logs to verify whether the vehicle was used for authorized travel.

Good internal controls require procedures to be in place to ensure that all trips are adequately documented on the TSB travel logs. Without such procedures, there is an increased risk for the misuse of State vehicles.

We recommend the NDCS implement procedures to ensure all trips on the TSB travel logs are adequately documented.

NDCS Response: The full agency response is included at the end of the Comments Section on page 37.

12. Quarterly Reports to the Legislature

The quarterly reports that the NDCS submitted to the Governor and the Clerk of the Legislature for the Program contained inconsistent data and failed to include information for all grantees for all months. The following table describes the issues noted during testing.

Report Date	Quarter Reported	Notes
4/1/2015	1/1/2015 - 3/31/2015	The file on the Legislature’s website did not include attachments. Therefore, the APA received supporting documentation from the NDCS and determined that three grantees did not provide the required quarterly reports: Goodwill, MCC, and Released and Restored. The report indicated that the next report will include the required information for those three grantees for the quarter ended March 31, 2015.

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COMMENTS AND RECOMMENDATIONS

(Continued)

12. Quarterly Reports to the Legislature

Report Date	Quarter Reported	Notes
7/1/2015	Unknown	The previous quarterly report indicated that the reporting requirements for the quarter ending March 31, 2015, for three grantees would be included in the next quarter, which would be June 30, 2015. However, the documentation provided to the APA revealed that the report may contain data only through 5/31/2015. The report did not clearly indicate which quarter was being reported. Additionally, the supporting documentation for the total number of individuals served was not attached.
10/2/2015	4/1/2015 - 6/30/2015	The monthly reports were attached; however, they did not agree to the 752 total participants reported by the NDCS on the first page of the quarterly report. Therefore, the APA could not determine the accuracy of the participants reported.
12/31/2015	7/1/2015 - 9/30/2015	The report referenced the period of 4/1/2015 - 6/30/2015; however, the monthly reports attached were for the period 7/1/2015 - 9/30/2015. It is not clear which period was reported.
4/1/2016	10/1/2015 - 12/31/2015	The APA determined that the data reported by the grantees was tracked differently by each grantee.

*Note: The report for the quarter of 10/1/16 to 12/31/16 was not due until April 2017.

The quarterly reports are required by Neb. Rev. Stat. § 83-904(3) (Cum. Supp. 2016), which states, in part, the following:

The reentry program administrator shall report quarterly to the Governor and the Clerk of the Legislature beginning October 1, 2014, on the distribution and use of the aid distributed under the Vocational and Life Skills Program, including how many individuals received programming, the types of programming, the cost per individual for each program, service, or training provided, how many individuals successfully completed their programming, and information on any funds that have not been used. The report to the Clerk of the Legislature shall be submitted electronically.

As noted in the above table, it appears that each grantee was tracking the number of participants differently. For example, Metropolitan Community College appears to have provided the cumulative number of total participants for the grant period, while the other programs reported only the monthly number participants. In another example, Western Alternative Corrections lists very few “discharged” participants, as that grantee does not consider its participants to ever have completed the Program.

These inconsistencies do allow for an accurate picture of the actual activity of the Program. The grantees appear also to have lacked adequate guidance from the NDCS when reporting the number of participants served.

In an attempt to report more accurately the participant data, the NDCS has contracted with the University of Nebraska-Omaha to create a database that accumulates the participant information for each Program grantee. See **Exhibits M and N**.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

COMMENTS AND RECOMMENDATIONS

(Continued)

12. Quarterly Reports to the Legislature (Concluded)

Good internal controls require procedures to ensure that the Program information reported by the NDCS is accurate and consistent. Without such procedures, there is an increased risk that not only will inaccurate and inconsistent information be used to calculate Program achievements but also the quarterly reports required to be filed with the Governor and the Clerk of the Legislature will contain misleading data.

We recommend the NDCS continue to work with the University of Nebraska-Omaha to improve data collection procedures and to ensure grantees are provided adequate guidance so NDCS quarterly reporting is accurate and consistent.

NDCS Response: The full agency response is included at the end of the Comments Section on page 37.

13. Cash Fund Not Created

Neb. Rev. Stat. § 83-904(2) (Cum. Supp. 2016) provides for the creation of the Vocational and Life Skills Programming Fund, as follows:

The Vocational and Life Skills Programming Fund is created. The fund shall consist of appropriations from the Legislature, funds donated by nonprofit entities, funds from the federal government, and funds from other sources.

This was an original provision of the enabling legislation LB 907 (2014). Nevertheless, the Program's appropriations have always been – and continue to be recorded in the General Fund.

The NDCS has not complied with the provisions of the statutes included above.

We recommend the NDCS create the Vocational and Life Skills Programming Fund, as provided by statute.

NDCS Response: The full agency response is included below.

NDCS Overall Response: I would like to extend my appreciation to you and your staff for their review of NDCS' Vocational and Life Skills Program, as well as for the opportunity to provide a written response. Created in April 2014 and fully implemented during FY 2015, the Vocational and Life Skills Program was a new endeavor for NDCS. While NDCS receives funding from various grants, our agency had not awarded grants to outside entities since the elimination of the Office of Community Justice 14 years ago. Additionally, staff turnover occurred in key positions impacting the Vocational and Life Skills Program. A new Administrator of this program was hired; the position for the Grants Monitor position became vacant and only recently filled; and, the Accounting position that managed all NDCS grants became vacant, which also was recently filled. This information provides an understanding of what was occurring in that division during the time period this audit covered.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

COMMENTS AND RECOMMENDATIONS

(Continued)

NDCS agrees that documentation needed to be maintained as indicated in the draft attestation report. NDCS has contacted the grantees for copies of the applicable documentation, as we have been unable to locate the originals in the records of the Vocational and Life Skills Grants Monitor's office. We also agree NDCS needs to improve its monitoring of grantee reimbursements as indicated and have already implemented the recommendations noted involving policies and procedures, to include revision of the grants administrative regulation. Additionally, we have moved the Grants Monitor position under the supervision of the NDCS Accounting division based on our previous awareness of monitoring and related issues. She will be trained so as to thoroughly understand the procedures and processes to be followed. NDCS recently hired a new controller, whose background includes auditing and grants experience. Under his supervision, this new employee will be able to become skilled so as to successfully carry out her responsibilities as Grants Monitor for the Vocational and Life Skills Program. Procedures will be implemented to ensure the new employee conducts annual on-site visits with all grantees that will include a thorough review of expenses submitted. Additionally, the new employee will be trained to monitor the expenses in accordance with the grant's budget by grant categories and the overall budget and ensure that proper and complete documentation is submitted by grantees when requesting payment of expenses.

Clarification regarding Items #1 through #5

Many of the issues identified in the draft attestation report, particularly for Items #1 through #5, resulted because no grant amendment was submitted when grantees requested changes to the original grant. The new grants monitor will also ensure grants are amended and documented when there is a legitimate and reasonable need to make revisions to the original grant. Also, as noted in the draft Attestation Report, Vocational and Life Skills staff were of the understanding that as long as the Grantee did not exceed the total budget of the grant, that it was acceptable if other categories were under or over budget. They are now aware that this is not appropriate.

In Item #1, it was noted that '...our understanding that such visits were not completed in a majority of cases because the NDCS lacked sufficient staffing levels to carry them out.' The Vocational and Life Skills Division did have sufficient resources to carry out the annual on-site visits. Due to staff turnover, these were not carried out. Additionally, the Grants Monitor position did make many on-site visits to the grantees.

Items #2 and #3 recommends NDCS review the applicable expenses paid to determine if payment was appropriate. NDCS agrees with these recommendations as well. Additionally, Item #2 identified that incentive payments and the payment of medication prescriptions were inappropriate; as noted in the exit conference, this has been discontinued.

Items #6 through #13

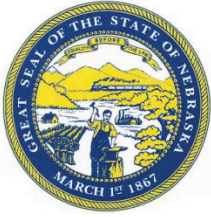
While these items were not considered material weaknesses, NDCS has reviewed these and agree with the recommendations, with the exception of Item #10/Timesheets.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

COMMENTS AND RECOMMENDATIONS
(Concluded)

Based on the Fair Labor Standards Act, exempt employees must receive the full salary for any week in which the employee performs any work without regard to the number of days or hours worked, unless certain exceptions are met. With these situations we believe exception reporting of leave is an appropriate process. Exempt employees are expected to work 40 hours per week, except when taking leave, and they often work more than 40 hours per week.

APA Response to Comment and Recommendation Number 10: Reporting only leave hours used each week does not adequately document that full-time employees worked no less than 40 hours per week, as required by statute. The APA will continue to recommend that all full-time employees document, via a timesheet or through a certification, that no less than 40 hours of work were rendered each week.



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NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES VOCATIONAL AND LIFE SKILLS PROGRAM

INDEPENDENT ACCOUNTANT'S REPORT

Department of Correctional Services
Lincoln, Nebraska

We have examined the accompanying Schedule of Revenues and Expenditures of the Nebraska Department of Correctional Services Vocational and Life Skills Program (Program) for the period July 1, 2015, through December 31, 2016. The Program's management is responsible for the Schedule of Revenues and Expenditures. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Revenues and Expenditures and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents, in all material respects, the revenues and expenditures of the Program for the period July 1, 2015, through December 31, 2016, based on the accounting system and procedures prescribed by the State of Nebraska's Director of the Department of Administrative Services, as described in Note 1.

In accordance with *Government Auditing Standards*, we are required to report findings of significant deficiencies and material weaknesses in internal control; instances of fraud and noncompliance with provisions of laws or regulations that have a material effect on the subject matter or an assertion about the subject matter and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements that has a material effect on the subject matter or an assertion about the subject matter of the examination engagement; and abuse that has a material effect on the subject matter

or an assertion about the subject matter of the examination engagement. We are also required to obtain the views of management on those matters. We performed our examination to express an opinion on whether the Schedule of Revenues and Expenditures is presented in accordance with the criteria described above and not for the purpose of expressing an opinion on the internal control over the Schedule of Revenues and Expenditures or on compliance and other matters; accordingly, we express no such opinions. Our examination disclosed certain findings that are required to be reported under *Government Auditing Standards*, and those findings, along with the views of management, are described in the Comments Section of the report.

This report is intended solely for the information and use of management, others within the Program, and the appropriate Federal and regulatory agencies, and it is not intended to be, and should not be, used by anyone other than these specified parties. However, this report is a matter of public record, and its distribution is not limited.

A handwritten signature in black ink, appearing to read 'C. J. Janssen', with a long horizontal flourish extending to the right.

Charlie Janssen
Auditor of Public Accounts

April 18, 2017

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
SCHEDULE OF REVENUES AND EXPENDITURES
For Fiscal Year 2016 and for the Period July 2016 to December 2016

	<u>For the period</u> <u>7/1/15 - 12/31/16</u>
	<u>General Fund</u> <u>10000</u>
REVENUES:	
Appropriations	\$ 7,034,414
TOTAL REVENUES	<u>7,034,414</u>
EXPENDITURES:	
Personal Services	1,429,912
Operating	381,289
Travel	40,066
Capital Outlay	3,798
Government Aid	5,179,349
TOTAL EXPENDITURES	<u>7,034,414</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-</u>

The accompanying notes are an integral part of the schedule.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

NOTES TO THE SCHEDULE

For the Period July 1, 2015 through December 31, 2016

1. Criteria

The accounting policies of the Nebraska Department of Correctional Services (NDCS) are on the basis of accounting, as prescribed by the State of Nebraska's Department of Administrative Services (DAS).

Per Neb. Rev. Stat. § 81-1107(2) (Reissue 2014), the duties of the State of Nebraska's Director of the Department of Administrative Services (DAS) include:

The keeping of general accounts and the adoption and promulgation of appropriate rules, regulations, and administrative orders designed to assure a uniform and effective system of accounts and accounting, the approval of all vouchers, and the preparation and issuance of warrants for all purposes[.]

In accordance with Neb. Rev. Stat. § 81-1111(1) (Reissue 2014), the State Accounting Administrator has prescribed the system of accounts and accounting to be maintained by the State and its departments and agencies and has developed necessary accounting policies and procedures. The prescribed accounting system currently utilizes EnterpriseOne, an accounting resource software, to maintain the general ledger and all detailed accounting records. Policies and procedures are detailed in the Nebraska State Accounting Manual published by DAS State Accounting Division (State Accounting) and are available to the public.

The financial information used to prepare the Schedule of Revenues and Expenditures was obtained directly from the general ledger and fund balance information maintained on EnterpriseOne. EnterpriseOne is not an accrual accounting system; instead, accounts are maintained on a modified cash basis. As revenue transactions occur, the agencies record the accounts receivable and related revenues in the general ledger. As such, certain revenues are recorded when earned, regardless of the timing of related cash flows. State Accounting does not require the NDCS to record all accounts receivable and related revenues in EnterpriseOne; as such, the NDCS's schedule does not include all accounts receivable and related revenues. In a like manner, expenditures and related accounts payable are recorded in the general ledger as transactions occur. As such, the schedule includes those expenditures and related accounts payable posted in the general ledger as of December 31, 2016, and not yet paid as of that date. The amount recorded as expenditures on the schedule, as of December 31, 2016, **does not** include amounts for goods and services received before December 31, 2016, which had not been posted to the general ledger as of December 31, 2016.

The fund types established by the State that are used by the NDCS are:

10000 – General Fund – accounts for activities funded by general tax dollars and related expenditures and transfers.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

NOTES TO THE SCHEDULE

(Continued)

1. Criteria (Concluded)

The major revenue account classifications established by State Accounting and used by the NDCS are:

Appropriations – Appropriations are granted by the Legislature to make expenditures and to incur obligations. The amount of appropriations reported as revenue is the amount of expenditures.

The major expenditure account classifications established by State Accounting and used by the NDCS are:

Personal Services – Salaries, wages, and related employee benefits provided for all persons employed by the NDCS

Operating – Expenditures directly related to a program's primary service activities.

Travel – All travel expenses for any State officer, employee, or member of any commission, council, committee, or board of the State.

Capital Outlay – Expenditures that result in the acquisition of or an addition to capital assets. Capital assets are resources of a long-term character, owned or held by the government.

Government Aid – Payment of Federal and/or State money to governmental subdivisions, State agencies, local health and welfare offices, individuals, etc., in furtherance of local activities and accomplishment of State programs.

2. Reporting Entity

The NDCS is a State agency established under and governed by the laws of the State of Nebraska. As such, the NDCS is exempt from State and Federal income taxes. The schedule includes all funds of the NDCS Vocational and Life Skills Program included in the general ledger.

The NDCS is part of the primary government for the State of Nebraska.

3. Participant Report by University of Nebraska – Omaha

The New Participants Served by Month and Intake Status information, shown as Supplementary Information, was compiled by the University of Nebraska – Omaha (UNO) based on reporting from the grantees. See **Exhibits M and N**.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

NOTES TO THE SCHEDULE
(Concluded)

3. Participant Report by University of Nebraska – Omaha (Concluded)

Numbers previous to July 1, 2016, may not be accurate due to fluctuations in the figures provided from the grantees to UNO for their quarterly reports and the Department for their reporting to the Governor and Legislature. In response to some discrepancies between the reporting to UNO and the Department, the Department contracted with UNO to provide a data collection system. This system was implemented on July 1, 2016. Therefore, the quarterly reporting by UNO and the Department's reporting to the Governor and Legislature after July 1st will be based on the same set of information provided by the grantees.

Any questions or inquiries regarding the reported information in the New Participants Served by Month and Intake Status tables should be directed the NDCS Vocational and Life Skills Program.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM

SUPPLEMENTARY INFORMATION

Our examination was conducted for the purpose of forming an opinion on the Schedule of Revenues and Expenditures. Supplementary information is presented for purposes of additional analysis. Such information has not been subjected to the procedures applied in the examination of the Schedule of Revenues and Expenditures, and, accordingly, we express no opinion on it.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
SCHEDULE OF REVENUES AND EXPENDITURES
For the Period July 1, 2015 through December 31, 2016

Exhibit A

	For Fiscal Year Ended 6/30/2016	For the period 7/1/16 - 12/31/16	For the period 7/1/15 - 12/31/16
	General Fund 10000	General Fund 10000	Totals (Memorandum Only)
REVENUES:			
Appropriations	\$ 4,599,524	\$ 2,434,890	\$ 7,034,414
TOTAL REVENUES	<u>4,599,524</u>	<u>2,434,890</u>	<u>7,034,414</u>
EXPENDITURES:			
Personal Services	920,242	509,670	1,429,912
Operating	170,790	210,499	381,289
Travel	26,919	13,147	40,066
Capital Outlay	1,700	2,098	3,798
Government Aid	3,479,873	1,699,476	5,179,349
TOTAL EXPENDITURES	<u>4,599,524</u>	<u>2,434,890</u>	<u>7,034,414</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-</u>	<u>-</u>	<u>-</u>

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
GRANT REIMBURSEMENTS - CENTER FOR PEOPLE IN NEED
7/1/2015 - 12/31/2016

Exhibit B

First Grant Cycle Period 2/1/2015 - 6/30/2016

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 609,482.00	\$ 179,735.00	\$ 1,955.00	\$ 24,950.00	\$ 236,482.00	\$ 47,600.00	\$ 1,100,204.00
Approved Budget (2/24/15)	\$ 609,482.00	\$ 171,905.00	\$ 9,775.00	\$ 24,950.00	\$ 224,266.00	\$ 47,600.00	\$ 1,087,978.00
Final Amended Budget (5/18/16)	\$ 496,129.00	\$ 131,561.00	\$ 2,344.00	\$ 72,659.00	\$ 190,845.00	\$ 111,365.00	\$ 1,004,903.00
March 2015	\$ 29,648.72	\$ 6,509.15	\$ 281.20	\$ 11,728.00	\$ 20,084.49	\$ 17,893.96	\$ 86,145.52
April 2015	\$ 28,577.54	\$ 6,925.97	\$ 49.45	\$ 6,724.99	\$ 400.00	\$ 3,822.14	\$ 46,500.09
May 2015	\$ 23,271.89	\$ 5,736.02	\$ 291.51	\$ 27,817.74	\$ 7,588.78	\$ 4,314.96	\$ 69,020.90
June 2015	\$ 26,769.56	\$ 8,044.04	\$ 12.65	\$ 69.11	\$ 8,268.46	\$ 5,884.96	\$ 49,048.78
July 2015	\$ 40,026.92	\$ 8,366.59	\$ 377.78	\$ 125.34	\$ 12,152.00	\$ 4,208.32	\$ 65,256.95
August 2015	\$ 25,345.19	\$ 7,179.97	\$ 246.68	\$ 99.43	\$ 8,726.65	\$ 15,065.81	\$ 56,663.73
September 2015	\$ 22,455.92	\$ 5,562.29	\$ 8.05	\$ 126.94	\$ 7,679.25	\$ 4,884.13	\$ 40,716.58
October 2015	\$ 27,325.64	\$ 8,091.53	\$ 173.41	\$ 597.26	\$ 2,800.00	\$ 9,328.29	\$ 48,316.13
November 2015	\$ 28,409.10	\$ 8,281.07	\$ 86.25	\$ 508.24	\$ 16,544.00	\$ 3,318.65	\$ 57,147.31
December 2015	\$ 42,769.60	\$ 9,624.14	\$ 108.68	\$ 11,790.02	\$ 20,826.73	\$ 4,315.83	\$ 89,435.00
January 2016	\$ 29,165.67	\$ 9,281.08	\$ 6.19	\$ 937.33	\$ 11,403.68	\$ 3,457.45	\$ 54,251.40
February 2016	\$ 30,347.56	\$ 8,510.28	\$ 2.16	\$ 1,503.49	\$ 10,851.38	\$ 8,696.62	\$ 59,911.49
March 2016	\$ 30,570.29	\$ 8,377.26	\$ 100.44	\$ 1,111.72	\$ 12,201.48	\$ 3,959.95	\$ 56,321.14
April 2016	\$ 33,385.88	\$ 13,751.77	\$ 320.76	\$ 1,888.42	\$ 15,262.68	\$ 13,406.54	\$ 78,016.05
May 2016	\$ 29,180.26	\$ 7,034.70	\$ 7.02	\$ 4,211.89	\$ 2,436.00	\$ 5,686.75	\$ 48,556.62
June 2016	\$ 51,726.22	\$ 8,850.45	\$ 268.92	\$ 3,685.20	\$ 26,678.42	\$ 8,386.10	\$ 99,595.31
Adjustments Made By NDCS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 498,975.96	\$ 130,126.31	\$ 2,341.15	\$ 72,925.12	\$ 183,904.00	\$ 116,630.46	\$ 1,004,903.00
Budget Remaining	\$ (2,846.96)	\$ 1,434.69	\$ 2.85	\$ (266.12)	\$ 6,941.00	\$ (5,265.46)	\$ -

Note 1: Center for People in Need exceeded the budget in three categories.

Second Grant Cycle Period 7/1/2016 - 6/30/2018

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 827,157.00	\$ 187,247.00	\$ 5,657.00	\$ 76,794.00	\$ 67,842.00	\$ 105,864.00	\$ 1,270,561.00
Final Budget (8/26/16)	\$ 463,636.00	\$ 128,140.00	\$ 1,620.00	\$ 17,363.00	\$ 29,192.00	\$ 69,390.00	\$ 709,341.00
July 2016	\$ 15,184.29	\$ 6,972.97	\$ 13.50	\$ 120.59	\$ 50.00	\$ 3,852.88	\$ 26,194.23
August 2016	\$ 26,917.45	\$ 7,369.93	\$ 89.10	\$ 111.18	\$ 2,126.00	\$ 7,794.22	\$ 44,407.88
September 2016	\$ 27,327.68	\$ 7,372.78	\$ -	\$ 799.83	\$ 50.00	\$ 4,765.75	\$ 40,316.04
October 2016	\$ 33,221.34	\$ 8,646.54	\$ 189.27	\$ 412.15	\$ -	\$ 4,417.63	\$ 46,886.93
November 2016	\$ 50,375.67	\$ 11,817.89	\$ 75.87	\$ 265.04	\$ -	\$ 4,260.13	\$ 66,794.60
December 2016*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustments Made By NDCS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 153,026.43	\$ 42,180.11	\$ 367.74	\$ 1,708.79	\$ 2,226.00	\$ 25,090.61	\$ 224,599.68
Budget Remaining	\$ 310,609.57	\$ 85,959.89	\$ 1,252.26	\$ 15,654.21	\$ 26,966.00	\$ 44,299.39	\$ 484,741.32

*Reimbursement had not been completed at time of audit.

Note 2: Original and Final Budget amounts are only for the first year, 16-17, of the second grant cycle.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
GRANT REIMBURSEMENTS - METROPOLITAN COMMUNITY COLLEGE
7/1/2015 - 12/31/2016

Exhibit C

First Grant Cycle Period 2/1/2015 - 6/30/2016

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 390,162.00	\$ 112,948.00	\$ 2,284.00	\$ 9,500.00	\$ 400.00	\$ 584,460.00	\$ 1,099,754.00
Approved Budget (2/12/15)	\$ 390,162.00	\$ 112,941.00	\$ 2,284.00	\$ 9,500.00	\$ 400.00	\$ 503,960.00	\$ 1,019,247.00
Final Amended Budget (12/21/15)	\$ 333,293.00	\$ 103,868.00	\$ 3,486.00	\$ 7,332.00	\$ 400.00	\$ 493,040.00	\$ 941,419.00
March 2015	\$ 9,654.45	\$ 4,164.05	\$ 127.14	\$ 150.00	\$ -	\$ 23,828.64	\$ 37,924.28
April 2015 (Note 1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May 2015 (Note 1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June 2015	\$ 46,069.77	\$ 12,223.95	\$ 627.86	\$ 718.93	\$ -	\$ 19,148.00	\$ 78,788.51
July 2015 (Note 1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August 2015 (Note 1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September 2015	\$ 56,277.21	\$ 14,396.55	\$ 568.15	\$ 2,646.02	\$ -	\$ 39,891.62	\$ 113,779.55
October 2015 (Note 1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November 2015 (Note 1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December 2015	\$ 54,047.41	\$ 14,319.35	\$ 1,178.22	\$ 980.34	\$ -	\$ 58,744.67	\$ 129,269.99
January 2016 (Note 1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February 2016 (Note 1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March 2016	\$ 62,864.06	\$ 16,331.70	\$ 509.41	\$ 647.67	\$ -	\$ 64,925.25	\$ 145,278.09
April 2016 (Note 1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May 2016	\$ 43,580.89	\$ 11,023.29	\$ 279.53	\$ 1,578.29	\$ -	\$ 63,413.43	\$ 119,875.43
June 2016	\$ 30,397.82	\$ 6,168.03	\$ 792.02	\$ 366.22	\$ -	\$ 73,352.02	\$ 111,076.11
Adjustments Made By NDCS	\$ -	\$ -	\$ -	\$ (581.39)	\$ -	\$ 581.39	\$ -
Total	\$ 302,891.61	\$ 78,626.92	\$ 4,082.33	\$ 6,506.08	\$ -	\$ 343,885.02	\$ 735,991.96
Budget Remaining	\$ 30,401.39	\$ 25,241.08	\$ (596.33)	\$ 825.92	\$ 400.00	\$ 149,154.98	\$ 205,427.04

Note 1: Metropolitan Community College submitted reimbursements quarterly.

Note 2 : MCC exceeded the budget in one category.

Second Grant Cycle Period 7/1/2016 - 6/30/2018

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 431,322.00	\$ 177,375.00	\$ 8,424.00	\$ 18,600.00	\$ -	\$ 1,001,004.00	\$ 1,636,725.00
Final Budget (7/20/16)	\$ 290,013.00	\$ 127,980.00	\$ 1,800.00	\$ 14,694.00	\$ -	\$ 272,951.00	\$ 707,438.00
July 2016	\$ 18,589.39	\$ 6,177.98	\$ -	\$ -	\$ -	\$ 2,476.74	\$ 27,244.11
August 2016	\$ 24,825.72	\$ 6,887.52	\$ 35.32	\$ 9,158.12	\$ -	\$ 18,572.56	\$ 59,479.24
September 2016	\$ 25,269.90	\$ 8,360.24	\$ 227.14	\$ 249.02	\$ -	\$ 8,841.85	\$ 42,948.15
October 2016	\$ 27,416.70	\$ 8,574.74	\$ 124.74	\$ 578.59	\$ -	\$ 51,683.44	\$ 88,378.21
November 2016	\$ 25,461.20	\$ 9,445.71	\$ 312.67	\$ 242.54	\$ -	\$ 7,928.18	\$ 43,390.30
December 2016*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustments Made By NDCS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 121,562.91	\$ 39,446.19	\$ 699.87	\$ 10,228.27	\$ -	\$ 89,502.77	\$ 261,440.01
Budget Remaining	\$ 168,450.09	\$ 88,533.81	\$ 1,100.13	\$ 4,465.73	\$ -	\$ 183,448.23	\$ 445,997.99

*Reimbursement had not been completed at time of audit.

Note 3: Original and Final Budget amounts are only for the first year, 16-17, of the second grant cycle.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
GRANT REIMBURSEMENTS - WESTERN ALTERNATIVE CORRECTIONS
7/1/2015 - 12/31/2016

Exhibit D

First Grant Cycle Period 2/1/2015 - 6/30/2016

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 501,222.60	\$ -	\$ 54,606.00	\$ 62,050.00	\$ 254,970.00	\$ 437,236.00	\$ 1,310,084.60
Approved Budget (2/24/15)	\$ 501,222.60	\$ -	\$ 54,606.00	\$ 62,050.00	\$ 254,970.00	\$ 437,236.00	\$ 1,310,084.60
Final Amended Budget (3/31/16)	\$ 494,011.49	\$ 71,981.11	\$ 19,495.25	\$ 48,103.00	\$ 145,410.00	\$ 431,048.40	\$ 1,210,049.25
February 2015	\$ 9,773.20	\$ 1,864.86	\$ 227.70	\$ 654.00	\$ 284.51	\$ 10,241.09	\$ 23,045.36
March 2015	\$ 19,605.19	\$ 3,919.58	\$ 407.11	\$ 2,837.20	\$ 1,250.51	\$ 11,917.37	\$ 39,936.96
April 2015	\$ 24,010.72	\$ 3,930.14	\$ 511.75	\$ 1,986.33	\$ 349.77	\$ 11,062.84	\$ 41,851.55
May 2015	\$ 36,740.74	\$ 5,952.20	\$ 519.23	\$ 1,963.89	\$ 851.71	\$ 37,006.29	\$ 83,034.06
June 2015	\$ 23,680.43	\$ 3,696.13	\$ 297.40	\$ 1,708.49	\$ 2,278.87	\$ 15,316.55	\$ 46,977.87
July 2015	\$ 24,121.87	\$ 3,888.49	\$ 2,901.65	\$ 2,021.93	\$ 6,107.58	\$ 13,344.43	\$ 52,385.95
August 2015	\$ 23,961.01	\$ 3,940.44	\$ 290.45	\$ 2,499.83	\$ 891.56	\$ 16,343.55	\$ 47,926.84
September 2015	\$ 24,293.49	\$ 3,900.53	\$ 791.05	\$ 4,839.03	\$ 4,920.53	\$ 27,372.02	\$ 66,116.65
October 2015	\$ 35,196.72	\$ 6,121.56	\$ 1,309.33	\$ 3,846.81	\$ 5,083.37	\$ 18,417.83	\$ 69,975.62
November 2015	\$ 24,187.80	\$ 4,249.59	\$ 640.12	\$ 4,724.71	\$ 4,837.65	\$ 12,042.84	\$ 50,682.71
December 2015	\$ 24,063.22	\$ 4,250.75	\$ 856.95	\$ 1,326.64	\$ 5,978.01	\$ 13,399.60	\$ 49,875.17
January 2016	\$ 25,816.30	\$ 4,421.79	\$ 44.28	\$ 1,210.14	\$ 6,647.25	\$ 16,142.83	\$ 54,282.59
February 2016	\$ 24,462.56	\$ 4,390.46	\$ 299.16	\$ 2,215.17	\$ 6,360.11	\$ 19,133.50	\$ 56,860.96
March 2016	\$ 29,200.17	\$ 3,601.13	\$ 1,478.70	\$ 2,965.29	\$ 10,275.06	\$ 23,673.02	\$ 71,193.37
April 2016	\$ 50,125.57	\$ 7,125.56	\$ 672.76	\$ 789.20	\$ 1,130.87	\$ 26,771.98	\$ 86,615.94
May 2016	\$ 32,977.85	\$ 4,355.78	\$ 1,380.95	\$ 3,964.71	\$ 8,025.53	\$ 23,950.58	\$ 74,655.40
June 2016	\$ 53,856.41	\$ 6,290.86	\$ 5,124.25	\$ 10,269.34	\$ 44,052.32	\$ 56,778.23	\$ 176,371.41
Adjustments Made By NDCS	\$ -	\$ -	\$ -	\$ (2,004.02)	\$ 1,879.52	\$ (4,260.34)	\$ (4,384.84)
Total	\$ 486,073.25	\$ 75,899.85	\$ 17,752.84	\$ 47,818.69	\$ 111,204.73	\$ 348,654.21	\$ 1,087,403.57
Budget Remaining	\$ 7,938.24	\$ (3,918.74)	\$ 1,742.41	\$ 284.31	\$ 34,205.27	\$ 82,394.19	\$ 122,645.68

Note 1: Western Alternative Corrections exceeded the budget in one category.

Second Grant Cycle Period 7/1/2016 - 6/30/2018

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 511,900.00	\$ -	\$ 33,756.00	\$ 64,800.00	\$ 264,000.00	\$ 430,179.00	\$ 1,304,635.00
Final Budget (7/20/16)	\$ 338,982.40	\$ 97,697.60	\$ 7,500.00	\$ 31,290.00	\$ 151,535.00	\$ 237,647.00	\$ 864,652.00
July 2016	\$ 19,750.41	\$ 2,392.71	\$ 1,083.80	\$ 1,395.17	\$ 391.07	\$ 16,711.47	\$ 41,724.63
August 2016	\$ 33,103.07	\$ 4,074.94	\$ 1,125.18	\$ 755.67	\$ 791.53	\$ 13,539.40	\$ 53,389.79
September 2016	\$ 47,198.17	\$ 6,587.79	\$ 597.24	\$ 577.27	\$ 10,734.20	\$ 20,633.72	\$ 86,328.39
October 2016	\$ 30,333.49	\$ 4,534.28	\$ 2,497.14	\$ 779.13	\$ 8,908.90	\$ 16,349.34	\$ 63,402.28
November 2016*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December 2016*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustments Made By NDCS	\$ -	\$ -	\$ 1,393.61	\$ 269.47	\$ 197.95	\$ 8,401.20	\$ 10,262.23
Total	\$ 130,385.14	\$ 17,589.72	\$ 6,696.97	\$ 3,776.71	\$ 21,023.65	\$ 75,635.13	\$ 255,107.32
Budget Remaining	\$ 208,597.26	\$ 80,107.88	\$ 803.03	\$ 27,513.29	\$ 130,511.35	\$ 162,011.87	\$ 609,544.68

*Reimbursement had not been completed at time of audit.

Note 2: Original and Final Budget amounts are only for the first year, 16-17, of the second grant cycle.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
GRANT REIMBURSEMENTS - MENTAL HEALTH ASSOCIATION OF NE
7/1/2015 - 12/31/2016

Exhibit E

First Grant Cycle Period 2/1/2015 - 6/30/2016

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 312,930.00	\$ 106,396.00	\$ 4,222.00	\$ 8,710.00	\$ 26,600.00	\$ 294,339.00	\$ 753,197.00
Approved Budget (2/24/15)	\$ 382,045.00	\$ 129,924.00	\$ 4,223.00	\$ 8,710.00	\$ 20,000.00	\$ 208,295.00	\$ 753,197.00
Final Amended Budget (6/13/16)	\$ 357,645.00	\$ 106,132.00	\$ 8,923.00	\$ 8,910.00	\$ 15,289.83	\$ 198,683.17	\$ 695,583.00
February 2015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March 2015	\$ 17,962.86	\$ 7,481.75	\$ 188.04	\$ 792.66	\$ 1,997.51	\$ 4,365.66	\$ 32,788.48
April 2015	\$ 14,360.57	\$ 5,024.25	\$ 124.71	\$ -	\$ 2,919.62	\$ 10,126.30	\$ 32,555.45
May 2015	\$ 13,806.25	\$ 4,872.15	\$ 405.60	\$ 509.90	\$ 1,631.01	\$ 10,939.01	\$ 32,163.92
June 2015	\$ 13,557.01	\$ 5,041.52	\$ 839.31	\$ 2,092.80	\$ 6,194.11	\$ 12,848.44	\$ 40,573.19
July 2015	\$ 25,546.00	\$ 9,037.22	\$ 668.27	\$ 274.66	\$ 1,793.57	\$ 13,483.45	\$ 50,803.17
August 2015	\$ 16,851.14	\$ 5,875.69	\$ 527.29	\$ 159.19	\$ 7,460.18	\$ 8,368.40	\$ 39,241.89
September 2015	\$ 16,911.08	\$ 5,963.80	\$ 1,327.47	\$ 574.59	\$ 5,092.83	\$ 11,154.16	\$ 41,023.93
October 2015	\$ 17,848.87	\$ 6,238.34	\$ 561.79	\$ 377.69	\$ -	\$ 14,043.99	\$ 39,070.68
November 2015	\$ 18,479.69	\$ 6,599.29	\$ 971.23	\$ 751.64	\$ -	\$ 13,991.66	\$ 40,793.51
December 2015	\$ 25,584.30	\$ 9,523.33	\$ 584.33	\$ 627.24	\$ 176.02	\$ 16,865.61	\$ 53,360.83
January 2016	\$ 20,439.67	\$ 7,324.41	\$ 378.64	\$ 459.41	\$ -	\$ 11,421.36	\$ 40,023.49
February 2016	\$ 19,330.26	\$ 8,132.88	\$ 405.22	\$ 347.57	\$ 84.60	\$ 12,976.08	\$ 41,276.61
March 2016	\$ 18,711.96	\$ 7,781.26	\$ 34.56	\$ 478.86	\$ -	\$ 11,948.13	\$ 38,954.77
April 2016	\$ 18,440.79	\$ 7,954.45	\$ 1,137.47	\$ 600.22	\$ -	\$ 11,310.82	\$ 39,443.75
May 2016	\$ 17,409.35	\$ 7,777.75	\$ 364.28	\$ 200.60	\$ 200.00	\$ 10,099.97	\$ 36,051.95
June 2016	\$ 31,666.51	\$ 13,161.08	\$ 435.24	\$ 138.79	\$ -	\$ 17,489.97	\$ 62,891.59
Adjustments Made By NDCS	\$ 292.00	\$ -	\$ -	\$ 462.11	\$ (14,020.36)	\$ 11,904.69	\$ (1,361.56)
Total	\$ 307,198.31	\$ 117,789.17	\$ 8,953.45	\$ 8,847.93	\$ 13,529.09	\$ 203,337.70	\$ 659,655.65
Budget Remaining	\$ 50,446.69	\$ (11,657.17)	\$ (30.45)	\$ 62.07	\$ 1,760.74	\$ (4,654.53)	\$ 35,927.35

Note 1: Mental Health Association exceeded the budget in three categories.

Second Grant Cycle Period 7/1/2016 - 6/30/2018

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 539,015.00	\$ 64,603.00	\$ 12,748.00	\$ 8,600.00	\$ 3,350.00	\$ 382,165.00	\$ 1,010,481.00
Approved Budget (8/23/16)	\$ 382,244.77	\$ 57,335.82	\$ 9,828.00	\$ 4,800.00	\$ 1,250.00	\$ 136,228.00	\$ 591,686.59
Final Budget (12/16/16)	\$ 394,981.00	\$ 59,250.00	\$ 7,215.00	\$ 7,042.00	\$ 1,250.00	\$ 138,835.00	\$ 608,573.00
July 2016	\$ 18,493.37	\$ 5,738.11	\$ 554.85	\$ -	\$ -	\$ 8,538.78	\$ 33,325.11
August 2016	\$ 20,453.47	\$ 6,234.37	\$ 534.87	\$ 603.68	\$ -	\$ 14,318.28	\$ 42,144.67
September 2016	\$ 22,253.76	\$ 6,684.92	\$ 948.78	\$ 571.64	\$ -	\$ 11,371.78	\$ 41,830.88
October 2016	\$ 21,045.85	\$ 6,328.99	\$ 869.40	\$ 640.20	\$ -	\$ 10,131.77	\$ 39,016.21
November 2016	\$ 21,627.88	\$ 6,784.13	\$ 633.42	\$ 105.21	\$ -	\$ 12,298.74	\$ 41,449.38
December 2016*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustments Made By NDCS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 103,874.33	\$ 31,770.52	\$ 3,541.32	\$ 1,920.73	\$ -	\$ 56,659.35	\$ 197,766.25
Budget Remaining	\$ 291,106.67	\$ 27,479.48	\$ 3,673.68	\$ 5,121.27	\$ 1,250.00	\$ 82,175.65	\$ 410,806.75

*Reimbursement had not been completed at time of audit.

Note 2: Original and Final Budget amounts are only for the first year, 16-17, of the second grant cycle.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
GRANT REIMBURSEMENTS - PRAIRIE GOLD HOMES
7/1/2015 - 12/31/2016

Exhibit F

First Grant Cycle Period 2/1/2015 - 6/30/2016

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 357,178.00	\$ 198,491.00	\$ 16,326.80	\$ 14,498.00	\$ 188,038.00	\$ 172,745.00	\$ 947,276.80
Approved Budget (2/24/15)	\$ 357,178.00	\$ 198,491.00	\$ 16,326.80	\$ 14,498.00	\$ 188,038.00	\$ 172,745.00	\$ 947,276.80
Final Amended Budget (6/20/16)	\$ 465,683.00	\$ 111,047.40	\$ 23,326.80	\$ 24,498.00	\$ 72,931.03	\$ 177,458.20	\$ 874,944.43
February 2015	\$ 12,951.89	\$ 2,495.02	\$ -	\$ -	\$ 3,294.12	\$ 455.73	\$ 19,196.76
March 2015	\$ 23,610.25	\$ 4,166.77	\$ 276.00	\$ 3,481.45	\$ 6,294.12	\$ 8,911.95	\$ 46,740.54
April 2015	\$ 25,462.08	\$ 5,124.42	\$ 2,146.98	\$ 2,141.66	\$ 1,575.00	\$ 45,409.18	\$ 81,859.32
May 2015	\$ 25,462.08	\$ 5,124.39	\$ 3,145.78	\$ 1,022.40	\$ 7,292.25	\$ 3,666.06	\$ 45,712.96
June 2015	\$ 25,462.08	\$ 5,124.42	\$ 1,182.08	\$ 3,821.61	\$ 2,700.00	\$ 5,035.00	\$ 43,325.19
July 2015	\$ 27,862.96	\$ 5,308.07	\$ 4,289.04	\$ 727.09	\$ 5,150.25	\$ 33,646.62	\$ 76,984.03
August 2015	\$ 28,242.08	\$ 5,337.07	\$ 2,228.58	\$ 1,482.08	\$ 2,400.00	\$ 13,330.84	\$ 53,020.65
September 2015	\$ 26,991.41	\$ 4,972.28	\$ 2,641.43	\$ 1,247.14	\$ 6,653.00	\$ 12,438.02	\$ 54,943.28
October 2015	\$ 28,587.54	\$ 5,611.13	\$ 2,282.75	\$ 1,700.29	\$ 3,076.45	\$ 3,884.14	\$ 45,142.30
November 2015	\$ 27,876.42	\$ 5,556.68	\$ 1,703.04	\$ 1,386.54	\$ 2,965.98	\$ 9,125.84	\$ 48,614.50
December 2015	\$ 28,164.76	\$ 5,557.08	\$ 970.60	\$ 939.07	\$ 2,680.00	\$ 5,773.59	\$ 44,085.10
January 2016	\$ 28,558.10	\$ 5,587.16	\$ 271.40	\$ 2,173.19	\$ 3,090.00	\$ 9,036.02	\$ 48,715.87
February 2016	\$ 28,558.10	\$ 5,587.17	\$ 509.76	\$ 1,049.47	\$ 840.00	\$ 5,603.52	\$ 42,148.02
March 2016	\$ 31,527.20	\$ 14,299.24	\$ 1,482.38	\$ 1,571.17	\$ 7,896.62	\$ 8,712.53	\$ 65,489.14
April 2016	\$ 32,120.20	\$ 19,907.96	\$ 492.98	\$ 529.47	\$ 3,340.00	\$ 11,524.14	\$ 67,914.75
May 2016	\$ 34,580.97	\$ 8,288.86	\$ -	\$ 1,332.10	\$ 5,474.06	\$ 7,773.21	\$ 57,449.20
June 2016	\$ 33,270.52	\$ 8,998.77	\$ 1,151.27	\$ 1,151.81	\$ 1,500.00	\$ 7,976.17	\$ 54,048.54
Adjustments Made By NDCS	\$ -	\$ (6,468.58)	\$ 282.34	\$ (465.00)	\$ (90.06)	\$ (13,510.77)	\$ (20,252.07)
Total	\$ 469,288.64	\$ 110,577.91	\$ 25,056.41	\$ 25,291.54	\$ 66,131.79	\$ 178,791.79	\$ 875,138.08
Budget Remaining	\$ (3,605.64)	\$ 469.49	\$ (1,729.61)	\$ (793.54)	\$ 6,799.24	\$ (1,333.59)	\$ (193.65)

Note 1: Prairie Gold Homes exceeded the budget in four categories and in total.

Grant Extension Period 7/1/2016 - 9/30/2016

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,384.00	\$ 153,384.00
Final Budget (5/27/16)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,384.00	\$ 153,384.00
July 2016	\$ 24,557.09	\$ 3,665.78	\$ -	\$ -	\$ -	\$ 664.78	\$ 28,887.65
August 2016	\$ 23,950.46	\$ 3,571.12	\$ -	\$ -	\$ -	\$ 730.43	\$ 28,252.01
September 2016	\$ 23,870.80	\$ 3,564.95	\$ -	\$ -	\$ -	\$ 75.74	\$ 27,511.49
October 2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November 2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December 2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustments Made By NDCS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (664.78)	\$ (664.78)
Total	\$ 72,378.35	\$ 10,801.85	\$ -	\$ -	\$ -	\$ 806.17	\$ 83,986.37
Budget Remaining	\$ (72,378.35)	\$ (10,801.85)	\$ -	\$ -	\$ -	\$ 152,577.83	\$ 69,397.63

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
GRANT REIMBURSEMENTS - GOODWILL INDUSTRIES
7/1/2015 - 12/31/2016

Exhibit G

First Grant Cycle Period 2/1/2015 - 6/30/2016

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 204,517.00	\$ 71,192.00	\$ 3,300.00	\$ 8,150.00	\$ -	\$ 371,303.00	\$ 658,462.00
Approved Budget (2/24/15)	\$ 204,517.00	\$ 71,192.00	\$ 3,300.00	\$ 8,150.00	\$ -	\$ 371,303.00	\$ 658,462.00
Final Amended Budget (6/3/16)	\$ 197,075.87	\$ 70,602.11	\$ 4,500.00	\$ 7,130.00	\$ -	\$ 324,977.95	\$ 604,285.93
February 2015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March 2015	\$ 2,961.54	\$ 1,206.91	\$ -	\$ 4,771.82	\$ -	\$ 1,103.02	\$ 10,043.29
April 2015	\$ 7,153.85	\$ 1,837.21	\$ 257.53	\$ 459.30	\$ -	\$ 1,852.34	\$ 11,560.23
May 2015	\$ 12,204.60	\$ 2,099.82	\$ 592.92	\$ 138.24	\$ -	\$ 10,678.54	\$ 25,714.12
June 2015	\$ 8,170.41	\$ 3,270.66	\$ 363.69	\$ 594.40	\$ -	\$ 7,970.37	\$ 20,369.53
July 2015	\$ 8,335.87	\$ 1,858.21	\$ 3.56	\$ 72.76	\$ -	\$ 2,751.85	\$ 13,022.25
August 2015	\$ 8,584.85	\$ 1,964.83	\$ 12.92	\$ 134.10	\$ -	\$ 2,198.42	\$ 12,895.12
September 2015	\$ 11,053.83	\$ 2,431.70	\$ 15.98	\$ 45.07	\$ -	\$ 6,494.47	\$ 20,041.05
October 2015	\$ 16,809.13	\$ 2,797.54	\$ -	\$ 117.02	\$ -	\$ 15,423.32	\$ 35,147.01
November 2015	\$ 11,602.70	\$ 2,685.81	\$ 932.03	\$ 124.55	\$ -	\$ 9,794.24	\$ 25,139.33
December 2015	\$ 11,582.65	\$ 2,551.96	\$ 200.08	\$ 5.82	\$ -	\$ 12,143.56	\$ 26,484.07
January 2016	\$ 12,579.86	\$ 3,197.29	\$ 83.70	\$ 36.86	\$ -	\$ 11,429.22	\$ 27,326.93
February 2016	\$ 21,428.66	\$ 4,345.58	\$ 651.74	\$ 40.89	\$ -	\$ 20,753.09	\$ 47,219.96
March 2016	\$ 13,428.48	\$ 4,356.74	\$ 52.36	\$ 5.34	\$ -	\$ 23,942.37	\$ 41,785.29
April 2016	\$ 20,752.71	\$ 4,636.89	\$ 6.27	\$ 86.10	\$ -	\$ 29,610.14	\$ 55,092.11
May 2016	\$ 13,568.76	\$ 4,461.60	\$ 899.34	\$ 202.93	\$ -	\$ 27,106.20	\$ 46,238.83
June 2016	\$ 23,966.81	\$ 5,326.46	\$ 356.38	\$ 6.51	\$ -	\$ 19,972.21	\$ 49,628.37
Adjustments Made By NDCS	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	\$ (3,500.00)	\$ (700.00)
Total	\$ 206,984.71	\$ 49,029.21	\$ 4,428.50	\$ 6,841.71	\$ -	\$ 199,723.36	\$ 467,007.49
Budget Remaining	\$ (9,908.84)	\$ 21,572.90	\$ 71.50	\$ 288.29	\$ -	\$ 125,254.59	\$ 137,278.44

Note: Goodwill Industries exceeded the budget in one category.

Grant was not renewed after June 30, 2016.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
GRANT REIMBURSEMENTS - RESCARE WORKFORCE SERVICES
7/1/2015 - 12/31/2016

Exhibit H

First Grant Cycle Period 2/1/2015 - 6/30/2016

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 379,853.00	\$ 84,616.00	\$ 2,963.00	\$ 20,230.00	\$ 48,167.00	\$ 306,059.00	\$ 841,888.00
Approved Budget (2/24/15)	\$ 211,415.00	\$ 45,197.00	\$ 3,311.00	\$ 7,078.00	\$ -	\$ 61,883.00	\$ 328,884.00
Final Amended Budget (9/3/15)	\$ 177,851.80	\$ 36,000.81	\$ 24,353.08	\$ 8,475.67	\$ -	\$ 57,088.52	\$ 303,769.88
February 2015	\$ 283.34	\$ 36.60	\$ -	\$ -	\$ -	\$ 54.87	\$ 374.81
March 2015	\$ 2,782.29	\$ 498.38	\$ -	\$ 225.67	\$ -	\$ 742.94	\$ 4,249.28
April 2015	\$ 3,800.26	\$ 792.17	\$ 604.76	\$ 36.40	\$ -	\$ 1,180.15	\$ 6,413.74
May 2015	\$ 8,003.55	\$ 1,261.79	\$ 375.87	\$ 102.39	\$ 7.25	\$ 1,851.05	\$ 11,601.90
June 2015	\$ 10,490.90	\$ 1,913.29	\$ 1,140.95	\$ 1,048.91	\$ (7.25)	\$ 3,107.20	\$ 17,694.00
July 2015	\$ 15,860.51	\$ 1,849.50	\$ 406.30	\$ 48.63	\$ -	\$ 3,693.74	\$ 21,858.68
August 2015	\$ 9,754.51	\$ 1,878.89	\$ 422.18	\$ 2,375.03	\$ -	\$ 3,581.09	\$ 18,011.70
September 2015	\$ 10,100.50	\$ 1,686.05	\$ 563.87	\$ 84.19	\$ -	\$ 2,703.09	\$ 15,137.70
October 2015	\$ 10,925.46	\$ 1,995.06	\$ 685.56	\$ 147.77	\$ -	\$ 2,719.31	\$ 16,473.16
November 2015	\$ 10,831.57	\$ 1,839.12	\$ 857.52	\$ 72.63	\$ -	\$ 2,692.92	\$ 16,293.76
December 2015	\$ 15,394.84	\$ 2,726.05	\$ 158.75	\$ 529.79	\$ -	\$ 4,224.86	\$ 23,034.29
January 2016	\$ 11,032.85	\$ 2,302.61	\$ 78.20	\$ 465.62	\$ -	\$ 2,951.27	\$ 16,830.55
February 2016	\$ 10,785.39	\$ 2,381.02	\$ 291.15	\$ 937.63	\$ -	\$ 2,958.82	\$ 17,354.01
March 2016	\$ 10,556.21	\$ 2,326.52	\$ 795.45	\$ 312.01	\$ -	\$ 2,992.68	\$ 16,982.87
April 2016	\$ 11,141.61	\$ 2,386.89	\$ 301.91	\$ 53.56	\$ -	\$ 2,918.85	\$ 16,802.82
May 2016	\$ 10,787.24	\$ 2,167.10	\$ 841.66	\$ 383.73	\$ -	\$ 2,942.26	\$ 17,121.99
June 2016	\$ 10,251.13	\$ 1,674.29	\$ 865.24	\$ 297.79	\$ -	\$ 2,250.43	\$ 15,338.88
Adjustments Made By NDCS	\$ -	\$ -	\$ (170.85)	\$ (23.83)	\$ -	\$ (30.66)	\$ (225.34)
Total	\$ 162,782.16	\$ 29,715.33	\$ 8,218.52	\$ 7,097.92	\$ -	\$ 43,534.87	\$ 251,348.80
Budget Remaining	\$ 15,069.64	\$ 6,285.48	\$ 16,134.56	\$ 1,377.75	\$ -	\$ 13,553.65	\$ 52,421.08

Second Grant Cycle Period 7/1/2016 - 6/30/2018

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 562,380.29	\$ 117,221.38	\$ 24,008.76	\$ 4,550.04	\$ -	\$ 196,545.67	\$ 904,706.14
Approved Budget (7/19/16)	\$ 266,540.22	\$ 58,667.18	\$ 15,018.80	\$ 9,845.00	\$ -	\$ 79,212.86	\$ 429,284.06
Final Budget (12/16/16)	\$ 266,540.21	\$ 65,980.41	\$ 10,513.50	\$ 6,285.48	\$ -	\$ 79,680.40	\$ 429,000.00
July 2016	\$ 10,353.78	\$ 1,643.02	\$ 65.18	\$ 57.23	\$ -	\$ 2,392.77	\$ 14,511.98
August 2016	\$ 8,407.89	\$ 1,743.26	\$ 999.51	\$ 114.36	\$ -	\$ 2,489.19	\$ 13,754.21
September 2016	\$ 9,211.16	\$ 1,920.72	\$ 66.74	\$ 3.38	\$ -	\$ 2,531.17	\$ 13,733.17
October 2016	\$ 9,154.33	\$ 1,101.63	\$ 339.12	\$ 265.42	\$ -	\$ 2,462.14	\$ 13,322.64
November 2016	\$ 8,770.61	\$ 1,882.90	\$ 1,243.65	\$ 297.59	\$ -	\$ 2,689.50	\$ 14,884.25
December 2016*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustments Made By NDCS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.21	\$ 200.21
Total	\$ 45,897.77	\$ 8,291.53	\$ 2,714.20	\$ 737.98	\$ -	\$ 12,764.98	\$ 70,406.46
Budget Remaining	\$ 220,642.44	\$ 57,688.88	\$ 7,799.30	\$ 5,547.50	\$ -	\$ 66,915.42	\$ 358,593.54

*Reimbursement had not been completed at time of audit.

Note 1: Approved and Final Budget amounts are for the entire period of 7/1/16-6/30/18 of the second grant cycle.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
GRANT REIMBURSEMENTS - RELEASED AND RESTORED
7/1/2015 - 12/31/2016

Exhibit I

First Grant Cycle Period 2/1/2015 - 6/30/2016

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 87,438.00	\$ 24,483.00	\$ -	\$ 20,793.00	\$ -	\$ 32,244.00	\$ 164,958.00
Approved Budget (2/24/15)	\$ 87,438.00	\$ 24,483.00	\$ -	\$ 20,793.00	\$ -	\$ 32,244.00	\$ 164,958.00
Final Amended Budget (3/17/16)	\$ 80,769.00	\$ 22,615.00	\$ 2,073.63	\$ 20,793.00	\$ 2,000.00	\$ 24,111.37	\$ 152,362.00
February 2015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March 2015	\$ 1,307.83	\$ 100.05	\$ -	\$ 4,114.81	\$ -	\$ 400.50	\$ 5,923.19
April 2015	\$ 4,566.04	\$ 349.31	\$ -	\$ 51.85	\$ -	\$ 704.50	\$ 5,671.70
May 2015	\$ 3,611.28	\$ 276.29	\$ -	\$ 86.70	\$ -	\$ 415.48	\$ 4,389.75
June 2015	\$ 3,502.73	\$ 267.97	\$ -	\$ -	\$ -	\$ 1,185.94	\$ 4,956.64
July 2015	\$ 3,970.86	\$ 303.78	\$ -	\$ 800.45	\$ -	\$ 1,487.25	\$ 6,562.34
August 2015	\$ 4,256.25	\$ 325.60	\$ -	\$ -	\$ -	\$ 506.44	\$ 5,088.29
September 2015	\$ 6,116.16	\$ 467.90	\$ -	\$ -	\$ -	\$ 1,209.64	\$ 7,793.70
October 2015	\$ 4,246.25	\$ 324.86	\$ -	\$ 277.59	\$ -	\$ 804.35	\$ 5,653.05
November 2015	\$ 4,871.39	\$ 372.67	\$ -	\$ 201.30	\$ -	\$ 1,072.03	\$ 6,517.39
December 2015	\$ 4,795.93	\$ 366.90	\$ -	\$ 133.77	\$ -	\$ 1,206.45	\$ 6,503.05
January 2016	\$ 4,052.65	\$ 310.04	\$ -	\$ 42.85	\$ -	\$ 1,221.80	\$ 5,627.34
February 2016	\$ 4,829.58	\$ 369.47	\$ -	\$ 371.55	\$ -	\$ 1,377.15	\$ 6,947.75
March 2016	\$ 7,356.72	\$ 562.80	\$ 340.20	\$ 24.62	\$ -	\$ 708.30	\$ 8,992.64
April 2016	\$ 4,865.75	\$ 371.25	\$ 280.08	\$ 347.38	\$ -	\$ 1,506.46	\$ 7,370.92
May 2016	\$ 4,433.29	\$ 338.22	\$ 293.76	\$ 137.95	\$ -	\$ 1,389.88	\$ 6,593.10
June 2016	\$ 4,427.98	\$ 338.75	\$ 885.96	\$ 118.64	\$ -	\$ 2,425.50	\$ 8,196.83
Adjustments Made By NDCS	\$ (12.71)	\$ -	\$ -	\$ 4.26	\$ -	\$ (132.45)	\$ (140.90)
Total	\$ 71,197.98	\$ 5,445.86	\$ 1,800.00	\$ 6,713.72	\$ -	\$ 17,489.22	\$ 102,646.78
Budget Remaining	\$ 9,571.02	\$ 17,169.14	\$ 273.63	\$ 14,079.28	\$ 2,000.00	\$ 6,622.15	\$ 49,715.22

The grant was not renewed after June 30, 2016.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
GRANT REIMBURSEMENTS - ASSOCIATED BUILDERS AND CONTRACTORS
7/1/2015 - 12/31/2016

Exhibit J

Second Grant Cycle Period 7/1/2016 - 6/30/2018

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 49,477.11	\$ 6,757.41	\$ -	\$ 35,000.00	\$ 26,362.00	\$ 27,000.00	\$ 144,596.52
Approved Budget (6/30/16)	\$ 130,036.00	\$ 3,378.00	\$ 18,941.00	\$ 186,000.00	\$ 75,754.00	\$ 258,300.00	\$ 672,409.00
Final Budget (12/16/16)	\$ 10,558.00	\$ -	\$ 20,416.00	\$ 107,000.00	\$ 37,500.00	\$ 169,500.00	\$ 344,974.00
July 2016	\$ 1,125.00	\$ -	\$ 953.98	\$ -	\$ 1,250.00	\$ 3,000.00	\$ 6,328.98
August 2016	\$ 75.00	\$ -	\$ 5,131.83	\$ 5,200.00	\$ 7,500.00	\$ 19,900.00	\$ 37,806.83
September 2016	\$ -	\$ -	\$ 2,142.20	\$ 8,892.92	\$ 5,000.00	\$ 10,650.00	\$ 26,685.12
October 2016	\$ -	\$ -	\$ 414.50	\$ 1,098.63	\$ 3,750.00	\$ 9,350.00	\$ 14,613.13
November 2016	\$ 300.00	\$ -	\$ 535.35	\$ 860.58	\$ -	\$ -	\$ 1,695.93
December 2016*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustments Made By NDCS	\$ -	\$ -	\$ 29.89	\$ -	\$ -	\$ -	\$ 29.89
Total	\$ 1,500.00	\$ -	\$ 9,207.75	\$ 16,052.13	\$ 17,500.00	\$ 42,900.00	\$ 87,159.88
Budget Remaining	\$ 9,058.00	\$ -	\$ 11,208.25	\$ 90,947.87	\$ 20,000.00	\$ 126,600.00	\$ 257,814.12

*Reimbursement had not been completed at time of audit.

Note 1: Original, Approved, and Final Budget amounts are only for the first year, 16-17, of the second grant cycle.

Grantee did not apply for grant prior to June 30, 2016.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
GRANT REIMBURSEMENTS - HOPE OF GLORY MINISTRIES
7/1/2015 - 12/31/2016

Exhibit K

Second Grant Cycle Period 7/1/2016 - 6/30/2018

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 51,524.00	\$ 4,068.00	\$ -	\$ -	\$ -	\$ -	\$ 55,592.00
Final Budget (6/30/16)	\$ 51,524.00	\$ 4,068.00	\$ -	\$ -	\$ -	\$ -	\$ 55,592.00
July 2016	\$ 4,635.00	\$ 339.00	\$ -	\$ -	\$ -	\$ -	\$ 4,974.00
August 2016	\$ 4,295.00	\$ 339.00	\$ -	\$ -	\$ -	\$ -	\$ 4,634.00
September 2016	\$ 3,811.00	\$ 339.00	\$ -	\$ -	\$ -	\$ -	\$ 4,150.00
October 2016	\$ 3,386.00	\$ 339.00	\$ -	\$ -	\$ -	\$ -	\$ 3,725.00
November 2016	\$ 4,227.00	\$ 339.00	\$ -	\$ -	\$ -	\$ -	\$ 4,566.00
December 2016*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustments Made By NDCS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 20,354.00	\$ 1,695.00	\$ -	\$ -	\$ -	\$ -	\$ 22,049.00
Budget Remaining	\$ 31,170.00	\$ 2,373.00	\$ -	\$ -	\$ -	\$ -	\$ 33,543.00

*Reimbursement had not been completed at time of audit.

Note 1: Original and Final Budget amounts are for the full two year period of the second grant cycle.

Grantee did not apply for grant prior to June 30, 2016.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
GRANT REIMBURSEMENTS - RECONNECT
7/1/2015 - 12/31/2016

Exhibit L

Second Grant Cycle Period 7/1/2016 - 6/30/2018

Category	Personnel	Fringe Benefits	Travel	Supplies	Consultants/ Contracts	Other	Total
Original Budget Request	\$ 139,978.00	\$ -	\$ -	\$ 1,169.00	\$ 30,680.00	\$ 11,580.00	\$ 183,407.00
Approved Budget (7/22/16)	\$ 139,978.00	\$ -	\$ -	\$ 6,641.00	\$ 30,680.00	\$ 11,310.00	\$ 188,609.00
Final Budget (12/13/16)	\$ 135,252.00	\$ -	\$ 13,400.00	\$ 8,647.00	\$ 20,000.00	\$ 11,310.00	\$ 188,609.00
July 2016	\$ 9,086.00	\$ -	\$ -	\$ 2,120.00	\$ -	\$ 902.00	\$ 12,108.00
August 2016	\$ 9,571.00	\$ -	\$ -	\$ 2,313.23	\$ -	\$ 902.00	\$ 12,786.23
September 2016	\$ 14,145.36	\$ -	\$ -	\$ 82.72	\$ -	\$ 902.00	\$ 15,130.08
October 2016	\$ 9,429.00	\$ -	\$ -	\$ 627.60	\$ -	\$ 902.00	\$ 10,958.60
November 2016	\$ 9,285.00	\$ -	\$ -	\$ -	\$ 3,095.00	\$ 896.00	\$ 13,276.00
December 2016*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustments Made By NDCS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 51,516.36	\$ -	\$ -	\$ 5,143.55	\$ 3,095.00	\$ 4,504.00	\$ 64,258.91
Budget Remaining	\$ 83,735.64	\$ -	\$ 13,400.00	\$ 3,503.45	\$ 16,905.00	\$ 6,806.00	\$ 124,350.09

*Reimbursement had not been completed at time of audit.

Note 1: Original, Approved, and Final Budget amounts are only for the first year, 16-17, of the second grant cycle.

Grantee did not apply for grant prior to June 30, 2016.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
NEW PARTICIPANTS BY MONTH
7/1/2015 - 12/31/2016

Exhibit M

Month	Associated Builders and Contractors	Western Alternative Corrections	Goodwill Industries	Mental Health Association	Metro Community College	Prairie Gold Homes	ReConnect Inc	ResCare	Released and Restored	Center for People in Need	Hope of Glory	Total
Grant Cycle 1 (February 2015 - June 2016) New Participants by Month												
Before Feb 15*		1	0	0	5	5		0	0	0		11
15-Feb		0	0	0	41	0		0	0	0		41
15-Mar		8	5	5	16	0		2	10	31		77
15-Apr		13	23	8	59	10		3	2	15		133
15-May		7	12	7	173	0		17	10	24		250
15-Jun		8	13	10	149	0		25	4	22		231
15-Jul		11	10	9	89	7		22	5	18		171
15-Aug		5	27	11	73	9		24	12	12		173
15-Sep		10	12	5	56	0		25	4	18		130
15-Oct		3	8	8	51	5		30	5	13		123
15-Nov		8	9	7	93	7		14	15	10		163
15-Dec		8	16	6	50	0		17	10	12		119
16-Jan		7	13	20	48	7		30	31	13		169
16-Feb		6	17	7	48	11		17	2	5		113
16-Mar		17	18	5	88	0		39	13	4		184
16-Apr		14	7	8	41	10		20	13	5		118
16-May		11	2	12	79	0		20	9	5		138
16-Jun		5	0	9	47	5		25	14	6		111
Cycle 1 Total		142	192	137	1,206	76		330	159	213		2,455
Grant Cycle 2 (July 2016 - December 2016) New Participants by Month												
Before Jul 16**	0	33		39	305		0	17		10	1	405
16-Jul	30	3		14	21		25	24		6	2	125
16-Aug	66	8		13	35		35	26		8	1	192
16-Sep	33	12		59	82		77	28		8	0	299
16-Oct	27	6		18	35		101	22		22	0	231
16-Nov	0	9		48	44		29	19		19	1	169
16-Dec	11	10		33	26		11	27		16	2	136
Cycle 2 Total	167	81		224	548		278	163		89	7	1,557
Grand Total	167	223	192	361	1,754	76	278	493	159	302	7	4,012

* Some participants were involved with programming before Grant Cycle 1 began, but were still actively being serviced during this grant cycle. These individuals are included in the "Before Feb 15" row.

** Some participants were involved with programming before the Grant Cycle 2 began, but were still active participants during this grant cycle. These individuals are included in the "Before Jul 16" row.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
VOCATIONAL AND LIFE SKILLS PROGRAM
PROGRAM INTAKE STATUS
7/1/2015 - 12/31/2016

Exhibit N

Status	Associated Builders and Contractors	Western Alternative Corrections	Goodwill Industries	Mental Health Association	Metro Community College	Prairie Gold Homes	ReConnect	ResCare	Released and Restored	Center for People in Need	Hope of Glory	Grand Total
Grant Cycle 1 (February 2015 - June 2016) Intake Status												
Inmate		3	0	25	553	76		0	21	124		802
Work Release		0	81	12	162	0		0	104	0		359
Parolee		111	43	59	216	0		20	32	53		534
Probationer		0	14	3	29	0		287	0	10		343
Within 18 Months of Release		28	54	38	246	0		23	2	24		415
Other*		0	0	0	0	0		0	0	2		2
Cycle 1 Total		142	192	137	1,206	76		330	159	213		2,455
Grant Cycle 2 (July 2016 - December 2016) Intake Status**												
Inmate	128	0		109	428		209	27		56	3	960
Work Release	27	0		62	58		37	0		20	0	204
Parolee	0	74		26	25		17	4		11	1	158
Probationer	0	3		2	8		10	129		0	3	155
Within 18 Months of Release	12	4		25	29		5	3		2	0	80
Cycle 2 Total	167	81		224	548		278	163		89	7	1,557
Grand Total	167	223	192	361	1,754	76	278	493	159	302	7	4,012

* Since the data collection system was not implemented as of Grant Cycle 1, a couple of individuals were noted as "Other" by the programs and UNO was not able to verify their status.

** All participants served in Grant Cycle 2 are included in the table even if they started back in Grant Cycle 1.