



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

TERMS and CONDITIONS ADDENDUM: ADDITIONAL FINANCIAL REQUIREMENTS

OFFICE OF REFUGEE RESETTLEMENT

**REFUGEE CASH & MEDICAL ASSISTANCE PROGRAM**

*Catalog of Federal Domestic Assistance (CFDA) Program No. 93.566*

**REFUGEE SOCIAL SERVICES PROGRAM**

*Catalog of Federal Domestic Assistance (CFDA) Program No. 93.566*

**REFUGEE TARGETED ASSISTANCE PROGRAM**

*Catalog of Federal Domestic Assistance (CFDA) Program No. 93.584*

By acceptance of this award the grantee agrees to comply with the General Terms and Conditions and the additional requirements below applicable to this program.

**APPLICABLE LEGISLATION, STATUTE, REGULATIONS**

1. The administration of these programs is based on:

- **Immigration and Nationality Act of 1952, as amended** (P.L. 82-414)
- Federal regulations at **45 CFR 400 and 401**;
- the approved State plan, including all approved amendments or revisions;
- the revised ORR Statement of Program Goals, Priorities and Standards for the State-Administered Refugee Resettlement Program.
- all other applicable Federal regulations, program policies and instructions.

2. In addition to the Federal regulations cited in the General Terms and Conditions, the following regulation is also applicable to these programs:

- **42 CFR Part 441, Subparts E and F** - Services: Requirements and Limits Applicable to Specific Services; Abortions and Sterilizations.

**FINANCIAL MANAGEMENT**

3. Federal funds awarded under this grant must be expended for the purposes for which they were awarded and within the time period allotted.

4. For instructions regarding prior review and approval of proposed noncompetitive procurement actions involving expenditures of over \$25,000, contact your ORR State Liaison.

5. **Cash and Medical Assistance Program – Funding Priorities.** Federal funds provided in this award must be used by the State to provide services in the following order of importance:

- a. Services for unaccompanied minors, including the administrative costs of providing such services.
- b. Provision of refugee cash assistance and refugee medical assistance during the refugee's first eight months in the United States, in accordance with the provisions of 45 CFR 203(b) and 204(b), respectively.

- c. Certain administrative costs incurred for “the overall management of the State’s refugee program,” in accordance with the provisions of 45 CFR 400.13(c).
6. **Targeted Assistance Program - Funding Restriction.** Under Section 412(c)(2)(B)(ii) of the Immigration and Nationality Act, States are allowed a maximum of 5 percent of the total grant award for administrative costs associated with this program.
7. **Funding (Project) Period / Obligation Deadline.** The funding (project) period for these awards is synonymous with the obligation period. (See 45 CFR 400.210(a)(1) and (b)(1).)

**Special Requirement - Cash & Medical Assistance Program.** In the event that the Federal funding for the current fiscal year includes “reauthorized funds” from a previous fiscal year, the reauthorized funds must be obligated before newly awarded funds.

- **Cash and Medical Assistance Program.** One year obligation period: from the first day of the Federal Fiscal Year for which these funds were awarded through the last day of the same Federal Fiscal Year. (i.e., October 1, Federal Fiscal Year 1 through September 30, Federal Fiscal Year 1.)
- **Cash and Medical Assistance – Unaccompanied Minor Costs.** Two Year obligation period: from the first day of the Federal Fiscal Year for which these funds were awarded through the last day of the following Federal Fiscal Year. (i.e., October 1, Federal Fiscal Year 1 through September 30, Federal Fiscal Year 2.)
- **Social Services Program.** Two Year obligation period: from the first day of the Federal Fiscal Year for which these funds were awarded through the last day of the following Federal Fiscal Year. (i.e., October 1, Federal Fiscal Year 1 through September 30, Federal Fiscal Year 2.)
- **Targeted Assistance Program.** Two Year obligation period: from the first day of the Federal Fiscal Year for which these funds were awarded through the last day of the following Federal Fiscal Year. (i.e., October 1, Federal Fiscal Year 1 through September 30, Federal Fiscal Year 2.)

Any Federal funds not obligated by the end of the obligation period will be recouped by this Department.

8. **Liquidation Deadline.** All obligated Federal funds awarded under this grant must be liquidated by the following deadlines. (See 45 CFR 400.210(a)(1) and (b)(2).)
- **Cash and Medical Assistance Program (Incl. Unaccompanied Minor Costs).** By the last day of the Federal Fiscal Year following the year for which these funds were awarded (i.e., September 30, Federal Fiscal Year 2)
  - **Social Services Program.** By the last day of the second Federal Fiscal Year following the year for which these funds were awarded (i.e., September 30, Federal Fiscal Year 3)
  - **Targeted Assistance Program.** By the last day of the second Federal Fiscal Year following the year for which these funds were awarded (i.e., September 30, Federal Fiscal Year 3)

Any awarded Federal funds (including reauthorized funds under Cash & Medical Assistance grants) not liquidated by the end of the liquidation period will be recouped by this Department.

## FINANCIAL REPORTING

9. Program Estimates – **Cash and Medical Assistance Program** only. The State must submit an estimate of reimbursable costs for the fiscal year, identifying the nature of each expense and including a statement justifying the expense. (See 45 CFR 400.11(b)(1).)

Financial Reporting Form: **Form ORR-1, “Refugee Resettlement Program Estimates: CMA”**

Submission Schedule: **Annual**. The estimate is due no later than 45 days prior to the beginning of the Federal fiscal year (i.e., **no later than August 15**).

10. Program Expenditures – All Programs. The State must submit a financial report for each program to report the program expenditures.

Financial Reporting Form: **Form SF-425, “Federal Financial Report.”**

Submission Schedule: **Quarterly**. Each expenditure report must be submitted within 30 days following the end of each fiscal quarter (i.e., no later than January 30, April 30, July 30 and October 30) (See 45 CFR 400.11(c).)

11. Final Expenditure Report Due Dates. (See 45 CFR 400.210(a)(1) and (a)(2).):

- **Cash and Medical Assistance Program (Incl. Unaccompanied Minor Costs)**. By the last day of the Federal Fiscal Year following the year for which these funds were awarded (i.e., September 30, Federal Fiscal Year 2)
- **Social Services Program**. 90 days after the last day of the second Federal Fiscal Year following the year for which these funds were awarded (i.e., December 30 – 90 days after September 30, Federal Fiscal Year 3)
- **Targeted Assistance Program**. 90 days after the last day of the second Federal Fiscal Year following the year for which these funds were awarded (i.e., December 30 – 90 days after September 30, Federal Fiscal Year 3)

12. Submission Methodology: (See General Terms and Conditions)

## PROGRAM REPORTING

13. Program Performance. The State must submit a separate performance report for each program

Reporting Form: **Form ORR-6**.

Submission Schedule: **Quarterly**. The performance report is due no later than 45 days after each fiscal quarter. (i.e., **no later than February 15, May 15, August 15, and November 15**)

This report is submitted to the Program Office (see "Important Addresses," below).

## IMPORTANT ADDRESSES

- Program Office: Administration for Children and Families  
Office of Refugee Resettlement  
Division of Budget and Data  
330 C. St. SW  
Washington, DC 20201

Contact: Iulia Kramar  
e-mail: [iulia.kramar@acf.hhs.gov](mailto:iulia.kramar@acf.hhs.gov)  
phone: (202) 401-5363  
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- Financial Office: Administration for Children and Families  
Office of Grants Management  
Division of Mandatory Grants  
Attn: Refugee Resettlement Program  
330 C. St. SW  
Washington, DC 20201

Contact: Manolo Salgueiro  
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