

**OFFICE OF REFUGEE RESETTLEMENT
CASH AND MEDICAL ASSISTANCE PROGRAM
QUARTERLY REPORT ON EXPENDITURES AND OBLIGATIONS (ORR-2)**

INSTRUCTIONS

1. In lines 1 through 6, enter the cumulative amount of allowable expenditures and obligations incurred from the beginning of the award through the Report Period end date. For each program component, include (a) the amount incurred for benefits and services, (b) the amount incurred for program administration and (c) the total amount for each component (c). Additional information on each column of lines 1 through 6 follows.
2. Column B: Enter Total Cumulative Expenditures for each component of the program. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for benefits and services, the amount of indirect expense charged, and the amount of cash advances and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for benefits and services, the amount of indirect expense incurred, the net increase or decrease in the amounts owed by the grantee for goods and other property received, services performed by employees, contractors, subgrantees and other payees, and other amounts becoming owed under programs for which no current services or performances are required.
3. Column C - Enter the Total Cumulative Unliquidated Obligations for each component of the program. On a cash basis, unliquidated obligations are obligations incurred but not yet paid. On an accrual basis, unliquidated obligations are obligations incurred for which an expenditure has not yet been recorded.
4. Column D - Enter the sum of Columns B and C for each component of the program.
5. Row 5 "Total Administration" is the sum of the amounts in Row 1(b) *RCA Administration*, Row 2(b) *RMA Administration*, Row 2(d) *Medical Screening Administration*, Row 3(b) *URM Program Administration*, and Row 4 *Administration – Planning and Coordination* for Columns B, C and D.
6. In 6(E), enter the total Federal Funds Authorized as of the Report Period end date. For mandatory awards, enter the total of all funds awarded including reauthorized funds. For discretionary awards, include the total of funds awarded including supplemental awards and funds carried forward from the previous year. In 6(F), enter the total Federal Funds Authorized (6E) minus Total Expenditures and Unliquidated Obligations (6D).

7. Enter the name and complete address of the recipient organization.
8. For mandatory grants, enter the Grant Document Number assigned to your grant by the Administration for Children and Families (ACF). This number can be found on the Notice of Grant Award.
9. For discretionary grants, enter the Grant Award Number assigned to your grant by the Administration for Children and Families. This number can be found on the Financial Assistance Award.
10. Check "Yes" only if this is the final report you will be submitting for this grant. For mandatory awards, the final report is due no later than September 30 of the year following the year during which the funds were awarded. For discretionary awards, the final report is due ninety days after the end of the grant project period. For the final report, all entries in Column C (Total Cumulative Unliquidated Obligations) should be zero.
11. For mandatory awards, the Grant Period begins October 1 of the year during which funds are awarded and extends until September 30 of the year following the year in which funds are awarded. For discretionary awards, the Grant Project Period is specified in the Financial Assistance Award.
12. Report Period refers to the federal fiscal year quarter on which you are reporting. For mandatory awards, the quarters of the federal fiscal year are:
 - i. October 1 to December 31
 - ii. January 1 to March 31
 - iii. April 1 to June 30
 - iv. July 1 to September 30

For discretionary awards, the reporting quarters are determined by the start date of the Grant Period in the Financial Assistance Award. The ORR-2 is due 30 days after the end of each federal fiscal year quarter (January 30, April 30, July 30 and October 30) during the Grant Period.

13. Enter the grantee's Employer Identification Number (EIN).
14. Enter any additional explanatory information that clarifies your entries in this report in the Remarks section.
15. Type or print the name of the Approving Official.

16. Type or print the title of the Approving Official.
17. Signature of the Approving Official.
18. Enter the telephone number of the Approving Official.
19. Enter the email address of the Approving Official.
20. Enter the date the ORR-2 is submitted to the Administration for Children and Families. The original signed copy must be submitted to the Office of Grants Management in ACF:

Administration for Children and Families
Office of Grants Management
Division of Mandatory Grants
Att'n: Refugee Resettlement Program
L'Enfant Promenade, S.W., 6th Floor East
Washington, D.C. 20447

A copy must be submitted directly to the Office of Refugee Resettlement. The copy may be either mailed or emailed.