U.S. Department of Justice
Office of Community Oriented Policing Services

COPS
COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

Fact Sheet

www.cops.usdoj.gov

Online Filing of FFR (SF-425) Quarterly Federal Financial Reports

All COPS Office grantees are required to submit quarterly Federal Financial Reports (FFR) using a Standard Form 425 (SF-425). COPS Office grantees are highly encouraged to submit the SF-425 online at: https://www.cops.usdoj.gov.

The use of this online reporting tool enables authorized users to view current and past SF-425s and allows them to file or amend the SF-425 for the current quarter.

Under current regulations, the SF-425s must be submitted **no later than 30 days** after the last day of each reporting quarter as follows:

Reporting Quarter	Date Due
January 1 - March 31	April 30
April 1 - June 30	July 30
July 1 - September 30	October 30
October 1 - December 31	January 30

COPS Office grantees who do not submit SF-425s by the due date will be unable to draw down funds. The payment systems check for SF-425 delinquency and will reject a drawdown attempt if the SF-425 is not up to date.

If COPS Office grantees are unable to submit their SF-425s online, the COPS Office will accept SF-425s by mail or fax. The fax number for the Federal Financial Reports (SF-425) Control Desk is 202.616.9004. Reports submitted by mail should be sent to:

U.S. Department of Justice
Federal Financial Reports (SF-425) Control Desk
145 N St., NE, 11th Floor
Washington, DC 20530

For general information concerning online filing of SF-425s, visit the COPS Office web site at http://www.cops.usdoj.gov/Default.asp?Item=1260 or contact the COPS Office Response Center at 1.800.421.6770 or AskCopsRC@usdoj.gov.

Updated August 2011
e120917247