



# Fact Sheet

[www.cops.usdoj.gov](http://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). The COPS Office grantees are highly encouraged to submit the SF-425 online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

The use of this online reporting tool enables authorized users to view current and past SF-425s (or, in prior periods, SF-269As) 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.

Again, grantees are highly encouraged to submit the quarterly SF-425 online. Visit the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) and select the "Account Access" link in the upper right corner to log in and complete and submit reports online.

In emergency situations, the grantee can submit a signed copy of the completed SF-425 via fax to 202-616-4428 or by mail to the following address:

U.S. Department of Justice  
Office of Community Oriented Policing Services  
Federal Financial Reports (SF-425) Records Center 10E.1004  
145 N Street NE  
Washington, DC 20530

For general information concerning online filing of SF-425s, visit the COPS Office website at [www.cops.usdoj.gov/Default.asp?Item=740](http://www.cops.usdoj.gov/Default.asp?Item=740) or contact the COPS Office Response Center at 800-421-6770 or [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).