



Fact Sheet

www.cops.usdoj.gov

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

All COPS Office award recipients are required to submit quarterly Federal Financial Reports (FFR) using a Standard Form 425 (SF-425). COPS Office award recipients are highly encouraged to submit the SF-425 online at 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 award recipients 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, recipients are highly encouraged to submit the quarterly SF-425 online. Visit the COPS Office website at www.cops.usdoj.gov and click on the Account Access tab in the upper-right corner to log in to the Agency Portal to complete and submit reports online.

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

US 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=100 or contact the COPS Office Response Center at 800-421-6770 or AskCopsRC@usdoj.gov.