



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). The COPS Office grantees 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 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 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 or contact the COPS Office Response Center at 800-421-6770 or AskCopsRC@usdoj.gov.