



Fact Sheet

www.cops.usdoj.gov

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

All COPS Office award recipients are required to submit quarterly Federal Financial Reports (FFR) using 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 shown in table 1.

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.

Table 1. SF-425 filing deadlines

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

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 and 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:

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

Contact the COPS Office

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 by email at AskCopsRC@usdoj.gov.