



Fact Sheet

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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 must submit the SF-425 online at <https://justicegrants.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, COPS Office award recipients must submit the SF-425 online. Visit the Justice Grants System (JustGrants) at <https://justicegrants.usdoj.gov/> to log in and to complete and submit reports online.

Support Information

For questions relating to COPS Office grant programs and funding, please contact the COPS Office Response Center at 800-421-6770 or via email at AskCOPSRC@usdoj.gov.

For assistance with technical or account access issues, please contact JustGrants customer service via email at JustGrants.Support@usdoj.gov or by phone at 202-307-1600.