

**Office of the Chief Financial Officer**

**Filing the SF-269a**

Community Oriented Policing Services (COPS) grantees will not be able to use GMS at this time. COPS grantees must should fax the SF-269a to the COPS Control Desk at 202-616-9004. The report should be completed and signed by a certifying official. If the FAX is not available, mail the report to:

Department of Justice Response Center  
Attn: COPS Control Desk  
1100 Vermont Ave., Sixth Floor  
Washington, DC 20530 (U.S. Postal Service delivery)  
or 20005 (overnight delivery, e.g. FedEx, UPS.)

The SF-269a must be submitted not later than 45 days after the last day of each reporting quarter as follows:

<b><u>Reporting Quarter:</u></b>	<b><u>Due Not Later Than:</u></b>
January 1–March 31	May 15
April 1–June 30	August 14
July 1–September 30	November 14
October 1–December 31	February 14

Grantees who do not submit SF-269a's by the due date will be unable to draw funds. For more assistance on submission, contact the COPS office at 1-800-421-6770.