



# COPS Fact Sheet

[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

## Online Filing of SF-269A Quarterly Financial Status Reports

All COPS grantees are required to submit quarterly Financial Status Reports (FSRs) using a Standard Form 269A (SF-269A). COPS grantees can now submit SF-269As online at:

<https://www.cops.usdoj.gov/html/?Item=464>

Please be advised that the COPS preprinted blast fax will be discontinued after the June 30, 2004 reporting period due to the ability to submit online. The due dates for filing of SF-269As remain the same. The SF-269As must be submitted no later than 45 days after the last day of each reporting quarter as follows:

Reporting Quarter	Date Due
January 1 - March 31	May 15
April 1 - June 30	August 14
July 1 - September 30	November 14
October 1 - December 31	February 14

The online SF-269A requires the same reporting information as the paper version. The use of this online application enables authorized users to view current and past SF-269As, and allows them to file or amend the SF-269A for the current quarter.

Grantees who do not submit SF-269As by the due date will be unable to drawdown funds. The payment systems contain an edit that checks for SF-269A delinquency and will reject a drawdown attempt if the SF-269A is not up to date.

A confirmation of receipt of the SF-269A will be sent to the grantee at the e-mail address listed by the grantee's registered user. Subsequent reminders will be sent to the grantee at that e-mail address if/when future SF-269As are delinquent.

While grantees are encouraged to submit their SF-269As through the Web-based system, we will continue to accept SF-269As through the Control Desk by mail and by fax. The fax number for the Financial Status Reports Control Desk is 202.616.9004. Mailed reports should be addressed to the U.S. Department of Justice, Financial Status Reports Control Desk, 1100 Vermont Avenue, N.W., 6th Floor, Washington, DC 20530.

For general information concerning online filing of SF-269A reports, go to [www.cops.usdoj.gov/ric/ResourceDetail.aspx?RID=106](http://www.cops.usdoj.gov/ric/ResourceDetail.aspx?RID=106) or contact the COPS Office Response Center by phone at 800.421.6770 or by e-mail at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).