



COPS *Fact Sheet*

COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

www.cops.usdoj.gov

On-Line 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 on-line through the Internet at:

<http://grants.ojp.usdoj.gov/>

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 on-line filing of SF-269As remain the same. The SF-269As must be submitted on-line no later than 45 days after the last day of each reporting quarter as follows:

Reporting Quarter	Date Due
Jan 1-Mar 31	May 15
April 1-June 30	Aug 14
July 1-Sept 30	Nov 14
Oct 1-Dec 31	Feb 14

The on-line SF 269A requires the same reporting information as the paper version. The use of this on-line 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.

An email confirmation of receipt of the SF-269A will be sent to the grantee at the email address listed by the grantee's registered user. Subsequent email reminders will be sent to the grantee at that email 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, NW 6th Floor, Washington, D.C. 20530.

For general information concerning on-line filing of SF-269A reports, go to www.ojp.usdoj.gov/oc or contact the COPS Office Response Center by phone at 800.421.6770 or by email at AskCopsRC@usdoj.gov.