

QUICK GUIDE FOR DNA BACKLOG GRANTEES

EDITION:

FEDERAL FINANCIAL REPORTS

Federal Financial Reports Due Dates

Quarter	Time Period	Due Date
1st Quarter	1/1-3/31	4/30
2nd Quarter	4/1-6/30	7/30
3rd Quarter	7/1-9/30	10/30
4th Quarter	10/1-12/31	1/30

Tips:

Financial Guide!!!

Follow the [OJP Financial Guide](#) for policies regarding drawdowns, obligations, and program income.

Training

Use the [GMS Guide to Financial Status Report](#) Module.

Questions about financial reports or drawdowns should be directed to the OCFO Customer Service Desk at 800-458-0786 or via e-mail at Ask.OCFO@usdoj.gov.

All Federal Financial Reports must accurately reflect **obligations** and drawdowns of your agency for your award.

GMS Tips:

Check the due dates of each Federal Financial Report (FFR) and submit before the deadline.

Revise and resubmit as necessary to ensure accuracy.

[OCFO Online Training](#)
for Financial Management