

Economic Development Department

Crystal LaTier, Executive Director
 719-520-6484
 Economic Development Department
 Nine East Vermijo Avenue
 Colorado Springs, CO 80903
 www.elpasoco.com

Board of County Commissioners
 Holly Williams, District 1
 Carrie Geitner, District 2
 Stan VanderWerf, District 3
 Longinos Gonzalez, Jr., District 4
 Cami Bremer, District 5

Annual CDBG Reporting Schedule

Quarter	Reporting Period	Reports Due By
1 st Quarter	April 1 – June 30	July 15
2 nd Quarter	July 1 – Sept 30	October 14
3 rd Quarter	Oct 1 – Dec 31	January 6*
4 th Quarter	Jan 1 – March 31	April 14

**Date subject to change depending on EPC Finance end-of-year calendar*

Due Quarterly

Quarterly Report
Quarterly submissions required

**Reimbursement Request -
 Financial Status Report (RR-
 FSR)**
*Quarterly submissions recommended; not
 required*

Due Annually

**Annual Federal
 Expenditure Report**
*If triggered by federal expenditures;
 due by January 6*

**Project Close-Out /
 Completion Report**
*Due once all grant funds are
 expended or within 30 days of grant
 expiration*

Annual Narrative
*For multi-year programs, or single-
 year programs granted extensions*