



Community Development Block Grant (CDBG)
Public Services/Projects Serving People
Disbursement Request Form

| Anoka County Use Only | |
|-----------------------|--|
| Date Rec'd | |
| AC Project # | |
| HUD Voucher # | |

Sub-grantee Information

| | | |
|----------------|----------------|-----------------------|
| Name of Agency | Agency Address | Project/Activity Name |
| Contact Name | Phone Number | Email Address |

Reporting Month(s): _____

CDBG Program Year: **2025**

Income and Performance

| Number of Beneficiaries Per Income Level | | | | | Performance Measurements* | | | |
|--|-------------------|------------------------|----------------------------|-------|-----------------------------|----------------------------------|-------------------------------------|-------|
| Very Low <30% AMI | Low 31-50% AMI | Moderate 51-80% AMI | Over Income >81% AMI | Total | New access to service | Improved access to service | Service no longer substandard | Total |
| | | | | | | | | |

| Race* | White | Black/African American | Asian | American Indian OR Alaska Native | Native Hawaiian OR Pacific Islander | American Indian AND White | Asian AND White | African American AND White | American Indian AND African American | Other Multi- Race |
|----------------|-------|---------------------------|-------|---|--|------------------------------------|-----------------------|-------------------------------------|---|-------------------------|
| # Non-Hispanic | | | | | | | | | | |
| # Hispanic | | | | | | | | | | |
| Total | | | | | | | | | | |

Benefit Categories*

| Female Head of Household | Abused Children | Battered Spouses | Elderly Persons (62+) | Severely Disabled | Homeless Persons | Illiterate Adults | Person Living with AIDS | Migrant Farm Workers |
|--------------------------------|--------------------|---------------------|-----------------------------|----------------------|---------------------|----------------------|-------------------------------|----------------------------|
| | | | | | | | | |

Disbursement Request

| Original Grant Amount | Total Previous Requests | Amount of this Request | Balance |
|--------------------------|----------------------------|---------------------------|---------|
| | | | |

Date: _____

Signature: _____

Disbursement Requests must be submitted monthly or quarterly according to contract. The Final Disbursement Request and supporting documents must be submitted by June 15, 2026, unless your contract terms state an earlier date. Actual Participant Surveys must be retained by Sub-grantee for a minimum of 5 years from the end of the program year. Do not submit participant surveys with this request.

Questions, please call:

Alice Strand
763-324-4616

Mail completed and signed requests to:

Alice Strand or Alice.Strand@AnokaCountyMN.gov
Anoka County Community & Government Relations
2100 3rd Avenue, STE 700
Anoka, MN 55303

*See Federal Definitions on Page 2

Federal Definitions

Benefit to low/mod income persons: a number of people in which 51% of those served meet low to moderate income levels

Race Categories:

- White – a person having origins in any of the original peoples of Europe, North Africa or the Middle East
- Black/African American – a person having origins in any of the black racial groups of Africa
- Asian – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including but not limited to Cambodia, China, India Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
- American Indian/Alaskan Native – a person having origins in an of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment
- Native Hawaiian/Other Pacific Islander – a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands
- American Indian/Alaskan Native & White – a person having these multiple racial origins as defined above
- Asian & White - a person having these multiple racial origins as defined above
- Black/African American & White – a person having these multiple racial origins as defined above
- American Indian/Alaskan Native & Black / African American – a person having these multiple racial origins as defined above
- Other Multi-Racial – category used for reporting individual response that are NOT included in any of the categories listed above.

Hispanic: total beneficiaries of each race which are Hispanic/Latino ethnicity

Income Levels:

- Very Low – number of persons benefiting whose income is at or below 30% of the median family income for this area
- Low – number of persons benefiting whose income is above 30% and at or below 50% of the median family income for the area
- Moderate – number of persons benefiting whose income is above 50% and at or below 80% of the median family income for the area
- Above – number of persons benefiting who income is above 80% of the median family income for the area

Benefit Groups:

- Female Head of Household – a married or unmarried female who maintains a household for a dependent, or non-dependent relative, and provides more than half of the dependent's financial support as defined by IRS
- Abused Children – where the child is dependent upon or abused by a head of household or caretaker that affects the household income
- Battered Spouses – non married persons do not qualify for battered spouses. Battered-spouse are the result of repeated violence—beatings, choking, sexual assault, verbal abuse, or any combination.
- Elderly Persons - a person 62 years or older
- Severely Disabled –per Census definition, is a participant who: 1) uses a wheel chair or another special aid for 6 months or longer; or 2) is unable to perform one or more functional activities (such as seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs, and walking); or needs assistance with activities of daily living (such as getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating or toileting); or is unable to perform instrumental activities of daily living (such as going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone); or 3) is prevented from working at a job or doing housework; or 4) has a selected condition including autism, cerebral palsy, Alzheimer's disease, senility, dementia or mental retardation; or 5) is under 65 years of age and is covered by Medicare or receives Supplemental Security Income (SSI).
- Homeless Persons – an individual who lacks a fixed, regular, and adequate nighttime residence; and an individual who has a primary nighttime residence that is – 1) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); 2) an institution that provides a temporary residence for individuals intended to be institutionalized; or 3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Illiterate Adults - adults unable to identify, understand, interpret, create, communicate and compute, using printed and written materials associated with varying contexts
- Migrant Farm Workers – U.S. Department of Health and Human Services definition, which identifies a migrant as “an individual whose principal employment is in agriculture on a seasonal basis, who has been so employed within the last 24 months, and who establishes for the purpose of such employment a temporary abode

Performance Measurements:

- New Access to Service or Benefit – when the activity provides a new service, enter the number of persons with access to the service or benefit. If the activity is funded in subsequent years continue only those who accessed the service or benefit for the first time within that program year. For example, if they accessed services in the subsequent grant they are not “New”.
- Improved Access to Service or Benefit – when the activity provides improved access to a service. For example moved the services to a new location, made accessible, “Improved”.
- Service or Benefit that is no longer substandard – when the activity provides a service that is no longer substandard, substandard facilities.