**HCF Service Region & Demographic Profile Worksheet**

This worksheet will help organizations prepare the submission of three sections of the 2018 HCF proposal on WizeHive: the HCF Service Region, the Demographics Profile for Board and Staff, and the Demographics Profile for Population Served. Please note that the submission format may look slightly different on the online portal, however the charts provided here should facilitate your data collection needs.

**HCF Service Region**

Please list the services provided and numbers of individuals served from the zip codes that are indicated in your proposal. If available, please use the zip code of where individuals that receive services reside. If you do not serve individuals within a particular zip code, enter a zero. Please use data from the most recently completed year and in the following format: Behavioral health-560; Managed care enrollment-201; Education-130; Housing assistance-130. Use concise, general classifications for service type – do not list lengthy and/or proprietary names, particularly if they do not describe the general service type.We do not require that you follow specific service categories – we hope this affords you greater flexibility and allows us to better understand of the range of programs/services offered.

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| **Zip Code** | **Services Provided - # of individuals by service** | **Total Unduplicated # Served within the Zip Code** |
| *Example: X* | *Behavioral Health-560;**Managed care enrollment-201; Education-130; Housing assistance-130*  | *560 (if all clients receive all four services)* |
| 60130 | Forest Park |  |  |
| 60153 | Maywood |  |  |
| 60154 | Westchester |  |  |
| 60155 | Broadview |  |  |
| 60301 | Oak Park  |  |  |
| 60302 | Oak Park  |  |  |
| 60303 | Oak Park  |  |  |
| 60304 | Oak Park  |  |  |
| 60305 | River Forest |  |  |
| 60402 | Berwyn, Forest View, Stickney |  |  |
| 60455 | Bridgeview  |  |  |
| 60457 | Hickory Hills |  |  |
| 60458 | Justice |  |  |
| 60459 | Burbank |  |  |
| 60501 | Summit, Argo |  |  |
| 60513 | Brookfield |  |  |
| 60525 | LaGrange, Countryside, Hodgkins, Indian Head Park, McCook |  |  |
| 60526 | LaGrange Park  |  |  |
| 60534 | Lyons  |  |  |
| 60546 | Riverside, North Riverside  |  |  |
| 60558 | Western Springs  |  |  |
| 60623 | Chicago-North Lawndale, South Lawndale |  |  |
| 60629 | Chicago-Chicago Lawn, Gage Park, Marquette Park |  |  |
| 60632 | Chicago-Brighton Park, Gage Park |  |  |
| 60638 | Chicago-Garfield Ridge, LeClaire Courts, Vittum Park |  |  |
| 60644 | Chicago-Austin |  |  |
| 60652 | Chicago-Ashburn Park |  |  |
| 60804 | Cicero |  |  |

Please use the space below to share any additional context or information about your service area data, including whether you provide services within a certain zip code but the municipality or community is not listed on the chart *(example: We provide services within 60638 to clients from Bedford Park)*.

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**Demographic Information – Board, Staff, and Population Served**

The demographic information you provide helps us understand the levels of diversity within and among our grantee partners and the populations that are served. Our intent is to use this information to facilitate dialogue, encourage reflection, share learning about engagement, and promote action towards diversity, equity, and inclusion in our grantmaking efforts. Only aggregate data will be used for reporting or discussion purposes; individual organization data will be kept confidential. You will have the option to leave lines blank if you do not collect that information.

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|  | **Board of Directors** | **Management Staff** | **Non-Management Staff** | **Population Served – in project** |
| **RACE/ETHNICITY** |  |  |  |  |
| % Asian/Asian American  |  |  |  |  |
| % Black/African American  |  |  |  |  |
| % Caucasian/White  |  |  |  |  |
| % Latino/Latina/Latinx |  |  |  |  |
| % Native American/American Indian/Alaska Native/Native Hawaiian Pacific Islander |  |  |  |  |
| % Multi-racial/Multi-ethnic |  |  |  |  |
| % Other\* |  |  |  |  |
| \*Please specify other, if applicable: |  |
| **GENDER** |  |  |  |  |
| % Female |  |  |  |  |
| % Male |  |  |  |  |
| % Transgender |  |  |  |  |
| % Non-Binary/Non-Conforming/Unspecified  |  |  |  |  |
| % Individuals declined to state |  |  |  |  |
| **SEXUAL ORIENTATION** |  |  |  |  |
| # of individuals that identify as LGBTQ |  |  |  |  |
| **DISABILITIES** |  |  |  |  |
| # of Individuals with disabilities  |  |  |  |  |
| **LOW-INCOME** |  |  |  |  |
| Total # of individuals below 138% of the federal poverty level ($16,753 for a household of one; $34,638 for household of four). Link here for more: <https://familiesusa.org/product/federal-poverty-guidelines> |  |  |  |  |
| **AGE\*\*** |  |  |  |  |
| % Early Childhood (Ages 0-3) |  |  |  |  |
| % Children & Youth (Ages 4-21) |  |  |  |  |
| % Adults (Ages 22-54) |  |  |  |  |
| % Adults (Ages 55-66) |  |  |  |  |
| % Seniors (Ages 67+) |  |  |  |  |

\*\* *This section is only applicable to population served – not board and staff.* If your organization partially collects or does not collect any of the demographic data referenced above, please elaborate on your reasoning, circumstances and/or challenges with regards to data collection in the space below.

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