

PDF #1: Proposal Documents

The **Proposal Documents PDF** will include five components:

1. 500 Cities Data Challenge Application Form
2. Cover Letter (1-page max on your organization's letterhead)
3. Project Narrative (5-page max)
4. Budget
5. Budget Narrative

Format

- All of the above components should be submitted as one PDF file, saved as followed with your organization name - "Your Org. Name_Proposal Docs".
- All text should be single-spaced.
- Page format should be 8.5x11 inches, with 1-inch margins
- Text should be 11-point font, Times New Roman.

1. [500 Cities Data Challenge Application Form](#)

Applicants must complete the **500 Cities Data Challenge Application Form**, which your organization should have received from the Urban Institute attached to your invitation. If you have trouble accessing this document, please email 500citieschallenge@urban.org. We recommend using Adobe Acrobat to enter the required information into the PDF form fields. If you use Mac OS Previewer please enter information into form fields and refrain from using the text box feature.

2. [Cover Letter](#)

A one-page Cover Letter on your organization's letterhead, should be submitted to introduce your organization, your proposal and the total amount requested. The Cover Letter must be signed by the head of the lead applicant organization. The letter should also identify the project's director or principal investigator and state your organization's ability and willingness to meet the requirements outlined herein and in previous documents.

3. [Project Narrative](#)

Please draft a Project Narrative that includes a Problem Statement, Approach, and Timeline. The Project Narrative should be **no longer than 5 pages**.

Problem Statement

Identify the research question or issue to be addressed, explain how incorporating 500 Cities data can help to address this question/issue, and describe the problem's relevance to fostering a [Culture of Health](#) in the target geography.

Approach

Discuss your approach to the concept, design and execution of the project. Please include a brief description of the following:

- Specific variables and years of the 500 Cities dataset(s) to be used
- The connection across sectors and the integration of social factors that affect health, such as housing, education, and transportation
- What others can learn from the final product or the project as a whole to inform their use of the data in other communities
- A description of the final product
- The project's plans to use or apply the product after completion

Timeline

Provide a timeline for implementation including milestones and measures for success, with a completion date **no later than March 31, 2019**.

4. [Budget](#)

Applicants must include a budget that outlines proposed expenditures for the project. Please outline these expenditures in a way that is consistent with how your organization typically allocates costs. Line-items should be categorized according to your organization's policies, procedures, and cost structure (for instance, some organizations may include rent as a direct cost, while others may incorporate it into overhead).

Line items can include:

- **Personnel Costs:** Provide details for all personnel (name/title/position), including either annual salary with % of time (or FTE) or the number of hours and hourly rate.
- **Fringe Benefits:** Fringe benefits may be included with personnel costs, provided they are itemized separately in the budget narrative.
- **Purchased Services:** Include subcontractors, consultants, etc.
- **Other Direct Costs:** Typical costs might include rent, communications, information technology, etc.
- **Indirect Costs:** See explanation in Budget Narrative section below.

5. Budget Narrative

Applicants must submit a budget narrative to correspond to the line-item budget. This narrative should include justification for the costs and assumptions, methodologies, and/or formulas relevant to the costs.

If such costs are a part of your budget, please include the following in your narrative:

- **Personnel:** Detail each position and relevancy to your project.
- **Fringe Benefits:** Include numerical rate and description of components (e.g., Health Insurance, FICA, pension, etc.); OR attach most recent Negotiated Indirect Cost Rate Agreement (NICRA) if fringe rate is incorporated.
- **Purchased Services:** Include details about any other purchased services outside your organization. Explanation should include services provided and rates.
- **Indirect Costs:** If your organization incorporates any costs as an overhead rate, you may incorporate these costs into your budget.
- If your organization has a current Negotiated Indirect Cost Rate Agreement (NICRA) approved by a government agency, you may attach this as documentation for the rate included in your budget. If you do not have a NICRA, include these costs in your budget and include a description of the components of your cost pool (rent, Executive Director, Accounting staff, etc.) and how the rate was derived in the budget narrative.

PDF #2: Supporting Documents

Applicants must also submit a second PDF containing the below supporting documents saved as followed with your organization name - "Org. Name_Supporting Docs":

1. Organizational Qualifications

Discuss your organizations capabilities, including any relevant project experience that demonstrates success in implementing a similar project. Identify the team proposed for the project, including institutional affiliations and short, 1-2 page CVs. If the project team includes partners from other organizations, please explain the role of your partners in this work.

2. References

Include the names, titles, and contact details for at least two (2) professional and/or organizational references which the Urban Institute may contact to aid its evaluation of your qualifications.

3. Disclosures/Declarations

Disclose any potential conflicts of interest between you/your organization and this RFP. Submissions must also detail if there are any conflicts outlined in the Challenge's Terms and Conditions on the [500 Cities Data Challenge website](#). Please also share how you learned of this opportunity.

Key Dates

- **January 23:** The Urban Institute will host an Informational Webinar for applicants during which we will walk through the requirements for the Data Challenge Application and answer any questions.
- **February 02:** Data Challenge Applications are due by 5 PM EST on or before Friday, February 02.
- **February 03 – February 27:** Complete Data Challenge Applications will be reviewed by a panel of experts according to selection criteria.
- **February 28:** The Urban Institute will notify grantees of their award on Wednesday, February 28.

Notification to Applicants

If your organization is selected, the Urban Institute will issue a cost sub-grant agreement to the lead organization submitting the application. Payment will be made via regular disbursements throughout the project, with the first issued upon full execution of the agreement. As a sub-recipient, your organization will be expected to:

- Work with Urban staff to establish key goals and deliverables what will be a part of your agreement;
- Report progress on grant-funded activities on a quarterly basis;
- Submit regular financial reports, (maximum two) which detail expenditures as compared to your approved line-item budget;
- At a minimum, grant Urban a paid-up, non-exclusive, irrevocable, worldwide license to use reproduce, publish, or otherwise use, and authorize others to use in print or electronic form, all project-funded projects.

500 Cities Data Challenge Application Checklist

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500 Cities Data Challenge Application Form (received from the Urban Institute as an attachment to your invitation email)

Cover Letter (1- r -] ; l - Š o m < o t u o u] - m b Œ - | b o m = v t ; | | ;

Project Narrative including the below components (5 page max)

Problem Statement

Approach

Timeline

Budget Narrative

Budget

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Organizational Qualifications

References

Disclosures/Declaration

Application submitted via email to 500citieschallenge@urban.org by 5 PM EST on or before February 02, 2018.