**Intent to Apply Form**

Fall 2020 Review Cycle

Dear Applicant,

To allow NACCHO to better facilitate and coordinate the PPHR implementation and review process, applicants are required to complete and submit this Intent to Apply form. NACCHO also requires applicants to submit Part 1 of their application fee ($2,500) to confirm participation in the **Fall 2020 Review Cycle.** Please be sure to familiarize yourself with the responsibilities listed below.

Please mail this form along with Part 1 of your application fee to Laura Phonharath atNACCHO, 1201 Eye St. NW, 4th Floor, Washington, DC 20005. Please make checks payable to NACCHO. The Intent to Apply form and Part 1 payment are due by **Thursday, October 31, 2019.**

**PPHR Applicant Responsibilities**

* Work with the state lead to develop a PPHR application using Version 10.0 of the PPHR Criteria;
* Submit technical assistance questions to NACCHO through the state lead as they arise throughout the development of the PPHR application;
* Participate in monthly teleconference calls with other applicants from the same state, if applicable;
* Participate in an in-state technical review of the PPHR application no less than three months before the application due date;
* Submit a complete application in a PPHR-approved format, both electronically and via mailed flash drive to NACCHO, by Monday, August 31, 2020, 5pm Eastern Time.
* Notify NACCHO of intention to defer application (see below) by Tuesday, June 30, 2020, 5pm Eastern Time.

By signing below, I state my agency’s intent to apply for PPHR recognition in the Fall 2020 review cycle and confirm that I understand the applicant responsibilities listed above. A non-refundable $2,500 fee (Part 1) will be paid on behalf of the agency listed below with the submission of this form. I understand that this fee can be used as credit towards a Fall 2021 application if my agency decides to defer its application for one year until Fall 2021, but that a 2021 application would be subject to any new guidelines or process changes for the 2021 review cycle, including the use of a new version of the PPHR criteria. I also understand that Part 2 of the application fee ($2,500) and a completed application signature form are required by August 31, 2020, in order for NACCHO to review my agency’s application. **I understand that payment of this fee does not guarantee PPHR recognition.**

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Agency Name

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Agency Director Signature Date

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State Lead Signature Date