

How to Access the Intent to Apply Form & Generate Part 1 Invoice for PPHR



If you run into any issues or need further assistance, please contact us at PPHR@naccho.org.

Accessing Intent to Apply Form

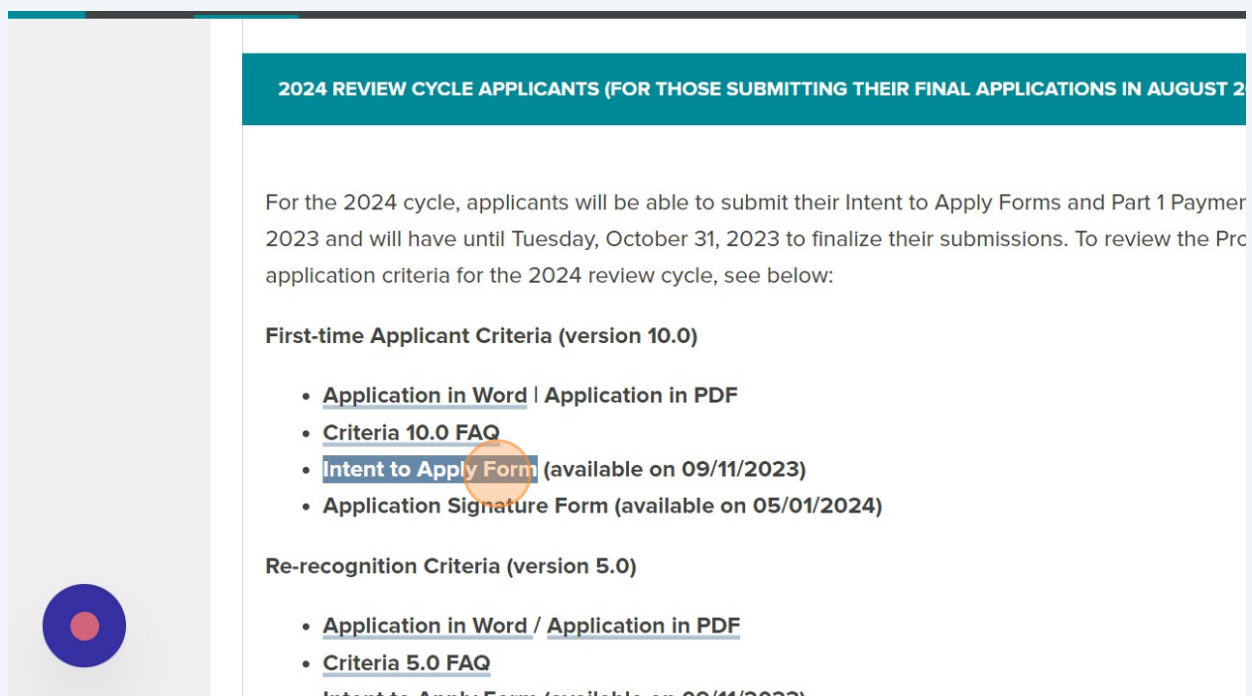
1

Navigate to

<https://www.naccho.org/programs/public-health-preparedness/pphr#cohort>

2

Click "Intent to Apply Form"



Note: Regardless if you are applying as a first-time or re-recognition applicant, the link will take you to the same site.

3

To access the Intent to Apply form on our portal, you must first sign in using your MyNACCHO account. Please input your login information and click 'Login'.

Association of County & City Health Officials

Login Required

NACCHO membership helps local health departments improve their workforce and infrastructure through unique and robust benefits.

Login

Email address

Password

Login

☐ Remember me

[Forgot Password?](#)

[Forgot Username?](#)

Information
Membership
Subscriptions
Transactions
Applications
Profile
Dashboard
Tools

Login Required

NACCHO membership helps local health departments improve their workforce and infrastructure through unique and robust benefits.

Login

Email address

avigil@naccho.org

Password

Login

☐ Remember me

[Forgot Password?](#)

[Forgot Username?](#)

Log In
My Information
My Membership
My Subscriptions
My Transactions
NACCHO Applications
NACCHO Profile
Report Dashboard
Publications
Toolbox

New Users

Partnership helps local health departments improve their workforce and infrastructure through unique and

Login

Email address

avigil@naccho.org

Password

.....

Login

☐ Remember me

[Forgot Password?](#)

[Forgot Username?](#)

Users

You will need to create an account to complete your request. It's fast and free.

Create an account today to:

4

If you have accessed the link previously, you will see the screen below. If you have not accessed the link previously, you will be taken directly to the application form seen in the next step. Click "Click here to begin a new Submission" to start a new submission or click "Click here to review your past Submission(s)" to edit and submit a previous form.

Account About Us Model Practices MRC Operational Readiness Awards

Welcome Ashley Vigil

Home

My Applications

All (3)

Incomplete (2)

Complete (0)

Expired (1)

My Judging Assignments

My Profile

Admin Panel

Log Out

Note: You have already started an Application that is not yet complete.

[Click here to review your past Submission\(s\)](#)

[Click here to begin a new Submission](#)



Note: If you are submitting Intent to Apply forms on behalf of multiple applicants, click "Click here to begin a new Submission" to submit Intent forms for multiple applicants.

5

On the registration page, indicate whether you are applying as a first-time or re-recognition applicant (depending on your choice, the form will populate accordingly).

6

Fill out the application field accordingly and click 'Save and Next'.

PPHR Applicant Responsibilities

- Work with the state lead to develop a PPHR application using Version 5.0
- Submit technical assistance questions to NACCHO through the state lead application.
- Participate in monthly teleconference calls with other applicants from the
- Participate in an in-state technical review of the PPHR application no less
- Submit a complete application in a PPHR-approved format electronically 1
Time.

By submitting this document, I confirm my agency's intent to apply for PPHR
understand the applicant responsibilities listed above. A non-refundable \$1,
below with the submission of this form. I understand that Part 2 of the applic
form are required by **August 31, 2024**, for NACCHO to review my agency's a

☐ I understand that payment of this fee does not guarantee PPHR rec

Agency Name *

Applicant Lead Name *

By submitting this document, I confirm my agency's intent to apply for PPHR recogniti
understand the applicant responsibilities listed above. A non-refundable \$1,250 fee (P
below with the submission of this form. I understand that Part 2 of the application fee (r
form are required by **August 31, 2024**, for NACCHO to review my agency's application

*

☒ I understand that payment of this fee does not guarantee PPHR recognition.

Agency Name *

Applicant Lead Name *

Agency Director/Administrator *

State Lead Name (If Applicable)

*

☒ I understand that payment of this fee does not guarantee PPHR recognition.

Agency Name *

NACCHO

Applicant Lead Name *

Agency Director/Administrator *

State Lead Name (If Applicable)

Applicant Lead Email Address *

*

☒ I understand that payment of this fee does not guarantee PPHR recognition.

Agency Name *

NACCHO

Applicant Lead Name *

Ashley Vigil

Agency Director/Administrator *

State Lead Name (If Applicable)

Applicant Lead Email Address *

Applicant Lead Name *

Ashley Vigil

Agency Director/Administrator *

Jerry Joseph

State Lead Name (If Applicable)

Applicant Lead Email Address *

This should be the email address for the local health department lead contact.

rator *

able)

ess *





ldress for the local health department lead contact.

Save

Save and Next

7

To accurately track and apply payments, we ask that you generate an invoice using our hyperlinked tool. Click "Invoice Generator" to access the tool.

 My Applications
All (4)
Incomplete (3)
Complete (0)
Expired (1)
 My Judging Assignments
 My Profile
Admin Panel
 Log Out

2024 Project Public Health Ready (PPHR)

[Registration](#) → Invoices and Application Payments

Please follow these instructions to generate an invoice and remit payment:

- Application fees can be paid online via credit card or by mail via check.
- If paying by check, please mail your generated invoice and check made payable to NACCHO to: **Project NACCHO Lockbox Processing, PO Box 79197, Baltimore, MD 21279-0197.**

Please Note: This [Invoice Generator](#) is a tool used to track submission and receipt of payment between applicant. Invoices will be generated under the account logged into [MyNACCHO](#) – this may be an individual. If invoices are mistakenly generated, please email PPHR@naccho.org to reconcile the error.

You will be navigated to MyNACCHO to complete your payment.

Application Invoice Number *

Add your confirmation number to this field. For questions, email PPHR@naccho.org

Part 1 or Combined Payment: Invoice Generator

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Click this dropdown and select 'Project Public Health Ready'.



National Association of County & City Health Officials

Welcome back! [MY CART](#)  | [MY ACCOUNT](#)

[Home](#)
[My NACCHO](#)
[My Events](#)
[My Information](#)
[My Membership](#)
[My Subscriptions](#)
[My Transactions](#)
[NACCHO Applications](#)
[NACCHO Profile Report Dashboard](#)
[Publications](#)
[Toolbox](#)

Registration

Applicant Information

Please select 

Required

fee type: Please select 

Required

name: Ms. Ashley Vigil

organization: National Association of County and City Health Officials 

address: Business: 1201 I ST NW 

Required

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Click this dropdown and select either 'Part 1 - Application Fee for PPHR' or 'PPHR Application Fee - Part 1 and 2 Combined' if you wish to pay the full amount.

The screenshot shows the NACCHO website's registration page. On the left is a navigation menu with links: Home, My NACCHO, My Events, My Information, My Membership, My Subscriptions, My Transactions, NACCHO Applications, NACCHO Profile Report Dashboard, Publications, Toolbox, and Log Out. The main content area is titled 'Registration' and contains 'Applicant Information'. At the top of this section is a dropdown menu set to 'Project Public Health Ready'. Below it, the 'fee type:' dropdown is highlighted with an orange circle and contains the text 'Please select'. This field is marked as 'Required'. Other fields include 'name:' (Ms. Ashley Vigil), 'organization:' (National Association of County and City Health Officials), 'address:' (Business: 1201 I ST NW), 'phone:' ((202)756-0160), and 'email:' (avigil@naccho.org). The 'address:', 'phone:', and 'email:' fields are also marked as 'Required'.



Note: Your organization, address, phone, and email will populate according to the information provided when creating your MyNACCHO account. Please use the org name, city, and state text boxes to specify the local health department / agency you are applying on behalf.

10

Depending on if you are a first-time or re-recognition applicant, click the appropriate checkbox.

city: Washington

state: DC

Product	P
<input type="checkbox"/> Part 1 - First-Time Application Fee for Project Public Health Ready	2,
<input type="checkbox"/> Part 1 - Re-Recognition Application Fee for Project Public Health Ready (must have a current recognition status)	1,

0.00

recalculate

11

Make sure to click 'recalculate' before clicking 'Create Invoice'.

city: Washington

state: DC

Product	Price	Member Type
<input type="checkbox"/> Part 1 - First-Time Application Fee for Project Public Health Ready	2,500.00	[Any]
<input checked="" type="checkbox"/> Part 1 - Re-Recognition Application Fee for Project Public Health Ready (must have a current recognition status)	1,250.00	[Any]

0.00

recalculate

Create Invoice

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Once you have clicked 'recalculate' and you see the correct amount displayed above the 'recalculate' button (shown below), click 'Create Invoice'.

city:

state:

	Price	Member Type	Category
First-Time Application Fee for Project Public Health Ready	2,500.00	[Any]	
Re-Recognition Application Fee for Project Public Health Ready (must have a current recognition)	1,250.00	[Any]	

1,250.00

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To pay by check, click "Print Invoice" and send the printed sheet along with your check payment to the address provided.

To pay by credit card, click the 'My Transactions' button and follow the instructions provided.

My NACCHO

- My Events**
- My Information**
- My Membership**
- My Subscriptions**
- My Transactions**
- NACCHO Applications**
- NACCHO Profile Report Dashboard**
- Publications**
- Toolbox**
- Log Out**

Thank you for applying for Project Public Health Ready

Please click the link below to print your invoice and remit payment via check to:

NACCHO, Project Public Health Ready
NACCHO Lockbox Processing
PO Box 79197
Baltimore, MD 21279-0197

Please click My Transactions to pay your PPHR Invoice by credit card.



If you see that your invoice PDF is blank (does not generate an invoice number nor populate with the information you inputted), you likely forgot to click recalculate before creating the invoice. If this is the case, please restart by creating a new invoice.



Note: You do not have to pay your invoice before submitting your Intent to Apply. We ask that you provide the invoice number just so that we are able to track the payment once you are able to pay the invoice.

Submit Intent to Apply Form

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Click the "Application Invoice Number" field and input the Invoice Number generated.

The screenshot displays the MyNACCHO user interface. On the left is a sidebar menu with the following items: 'Complete (0)', 'Expired (1)', 'My Judging Assignments' (with a document icon), 'My Profile' (with a person icon), 'Admin Panel', and 'Log Out' (with a power icon). The main content area on the right contains the following text:

Please follow these instructions to generate an invoice and remit payment:

- Application fees can be paid online via credit card or by mail via check.
- If paying by check, please mail your generated invoice and check made payable to **NACCHO Lockbox Processing, PO Box 79197, Baltimore, MD 21279-0197.**

Please Note: This [Invoice Generator](#) is a tool used to track submission and receipt of payment from the applicant. Invoices will be generated under the account logged into [MyNACCHO](#) – this means if invoices are mistakenly generated, please email PPHR@naccho.org to reconcile the error. You will be navigated to MyNACCHO to complete your payment.

Application Invoice Number *

Add your confirmation number to this field. For questions, email PPHR@naccho.org

Below the text is a text input field. An orange circle is drawn over the input field, highlighting it as the target for the user's action.

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Click 'Save and Finalize' to submit your Intent to Apply Form and an automated email will be sent to you shortly after confirming receipt of your submission.

ctions to generate an invoice and remit payment:

paid online via credit card or by mail via check.

email your generated invoice and check made payable to NACCHO to: **Project Public Health Ready, Inc., PO Box 79197, Baltimore, MD 21279-0197.**

[Generator](#) is a tool used to track submission and receipt of payment between NACCHO and the PPHR generated under the account logged into [MyNACCHO](#) - this may be an individual or LHD account. If multiple generated, please email PPHR@naccho.org to reconcile the error.

MyNACCHO to complete your payment.

or *

number to this field. For questions, email PPHR@naccho.org

Prev

Save

Save and Finalize

Managing Collaborators

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If you wish to add collaborators to your application, click "Manage Collaborators"

itions / 6752 - NACCHO

ic Health Ready (PPHR)

Manage Collaborators

Application Payments

ctions to generate an invoice and remit payment:

paid online via credit card or by mail via check.

email your generated invoice and check made payable to NACCHO to: **Project Public Health Ready, Inc., PO Box 79197, Baltimore, MD 21279-0197.**

[Generator](#) is a tool used to track submission and receipt of payment between NACCHO and the PPHR generated under the account logged into [MyNACCHO](#) - this may be an individual or LHD account. If multiple generated, please email PPHR@naccho.org to reconcile the error.

MyNACCHO to complete your payment.

or *

number to this field. For questions, email PPHR@naccho.org

17 Click "Add Collaborator"

[About Us](#) [Model Practices](#) [MRC Operational Readiness Awards](#)

Ashley Vigil

Applications

Complete (3)

Complete (0)

Expired (1)

Judging Assignments

File

Admin Panel

Manage Collaborators

2024 Project Public Health Ready (PPHR) - NACCHO

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

[Back to Submission](#) [Add Collaborator](#)

Search:

Name	Email	Primary	Last Logged In
Vigil, Ashley	avigil@naccho.org	Yes	9/22/2023 02:01 PM

18 Input the additional collaborators' information and click 'Save' to finalize.

[My Account](#) [About Us](#) [Model Practices](#) [MRC Operational Readiness Awards](#)

Welcome Ashley Vigil

Home

My Applications

All (4)

Incomplete (3)

Complete (0)

Expired (1)

My Judging Assignments

My Profile

Admin Panel

Log Out

Manage Collaborators

2024 Project Public Health Ready (PPHR) - NACCHO

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allow

First Name *

Last Name *

Email *

[Cancel](#) [Save](#)

Welcome Ashley Vigil

Home

My Applications

All (4)

Incomplete (3)

Complete (0)

Expired (1)

My Judging Assignments

My Profile

Admin Panel

Log Out

Manage Collaborators

2024 Project Public Health Ready (PPHR) - NACCHO

Allow others to access and make edits to your Submission. Only the primary Collaborator will be all

First Name *

Brexton

Last Name *

Email *

Cancel

Save

Home

My Applications

All (4)

Incomplete (3)

Complete (0)

Expired (1)

My Judging Assignments

My Profile

Admin Panel

Log Out

Manage Collaborators

2024 Project Public Health Ready (PPHR) - NACCHO

Allow others to access and make edits to your Submission. Only the primary Collaborator

First Name *

Brexton

Last Name *

Ridley

Email *

Cancel

Save

My Applications

All (4)

Incomplete (3)

Complete (0)

Expired (1)

My Judging Assignments

My Profile

Admin Panel

Log Out

Allow others to access and make edits to your Submission. Only the primary Collaborator will be able to make changes.

First Name *

Brexton

Last Name *

Ridley

Email *

bridley@naccho.org

Cancel

Save

19 Once you have completed adding collaborators, Click "Back to Submission".

Home My Account About Us Model Practices MRC Operational Readiness Awards

Welcome Ashley Vigil

Home

My Applications

All (4)

Incomplete (3)

Complete (0)

Expired (1)

My Judging Assignments

My Profile

Admin Panel

Log Out

Manage Collaborators

2024 Project Public Health Ready (PPHR) - NACCHO

Allow others to access and make edits to your Submission. Only the primary Collaborator will be able to make changes.

Back to Submission

Add Collaborator

Name	Email	Primary
Ridley, Brexton	bridley@naccho.org	No
Vigil, Ashley	avigil@naccho.org	Yes

20 Click "Invoices and Application Payments"

My Applications

All (4)

Incomplete (3)

Complete (0)

Expired (1)

My Judging Assignments

My Profile

Admin Panel

Log Out

2024 Project Public Health Ready (PPHR)

Registration → Invoices and Application Payments

This Intent to Apply form is to notify NACCHO that you will be applying for the **2024 Project Public Health Ready** cycle. Please be sure to check the [PPHR webpage](#) for additional resources and the deadlines associated with this cycle.

Please choose your PPHR Application type: *

Re-recognition applicant

Intent to Apply – Re-recognition Applicant

To better facilitate and coordinate the PPHR implementation and review process, applicants are required to complete an Intent to Apply form to PPHR@naccho.org. To confirm participation in the 2024 Review Cycle, applicants are required to pay their application fee (\$1,250). Applicants may opt to pay their application fee (\$2,500) in full.

Application fees can be paid online via credit card at [MyNACCHO](#). Applicants may also pay via check. If paying via check, please complete this form with check made payable to NACCHO to: **Project Public Health Ready, NACCHO Lockbox, PO Box 79197, Baltimore, MD 21279-0197.**

21 Click 'Save and Finalize'

Payment can be made online via credit card or by mail via check. If paying by check, please email your generated invoice and check made payable to NACCHO to: **Project Public Health Ready, NACCHO Lockbox, PO Box 79197, Baltimore, MD 21279-0197.**

The [Payment Generator](#) is a tool used to track submission and receipt of payment between NACCHO and the PPHR application. The invoice generated under the account logged into [MyNACCHO](#) – this may be an individual or LHD account. If multiple invoices are generated, please email PPHR@naccho.org to reconcile the error.

Once payment is received by NACCHO, you will be notified by email to complete your payment.

or *

number to this field. For questions, email PPHR@naccho.org

Prev

Save

Save and Finalize



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Click "OK" and you will be directed to a final landing page and an email will be automatically sent to you confirming a receipt of your submission.

