**Intent to Apply Form**

2021 Review Cycle

Dear Applicant,

To allow NACCHO to better facilitate and coordinate the Project Public Health Ready (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 **2021 Review Cycle.** Applicants also have the option of paying their full application fee ($5,000) upfront.

Please mail this completed form along with Part 1 of your application fee to NACCHO, Attn: Laura Phonharath, 1201 Eye St. NW, 4th Floor, Washington, DC 20005. Make checks payable to NACCHO. A completed form can also be scanned and emailed to PPHR@naccho.org. Payment can also be made online with a credit card. The Intent to Apply form and Part 1 payment are due by **Monday, November 30, 2020.**

Please also familiarize yourself with the responsibilities listed below.

**PPHR Applicant Responsibilities**

* Work with the state lead to develop a PPHR application using Version 10.0 of the PPHR First-Time 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 **Tuesday, August 31, 2021**, 5:00pm Eastern Time.
* Notify NACCHO of intention to defer application (see below) by Wednesday, June 30, 2021, 5:00pm Eastern Time.

By signing below, I state my agency’s intent to apply for PPHR recognition in the 2021 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 Part 2 of the application fee ($2,500) and a completed Application Signature form are required by **August 31, 2021**, in order for NACCHO to review my agency’s application.

I also understand that the non-refundable Part 1 fee ($2,500) can be used as credit towards a 2022 review cycle application if my agency decides to defer its application for one year until 2022, but that a 2022 application would be subject to any new guidelines or process changes for the 2022 review cycle, including the use of a new version of the PPHR criteria.

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

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Agency Name

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Agency Director Name Agency Director Signature Date

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State Lead Name State Lead Signature Date