

**PROJECT PUBLIC HEALTH READY:
SUPPLEMENTAL COVID-19 DOCUMENTATION FOR THE 2021 REVIEW CYCLE**

NOTE TO APPLICANTS: All supplemental requirements and recommendations are highlighted in yellow. Non-highlighted texts are already established parts of the PPHR application. Requirements and recommendations are distinguished by application type.

Executive Summary Requirements for Both First-time and Re-recognition Applications

Executive Summary

An executive summary is required with every PPHR application.

The executive summary describes the agency, its jurisdiction, and its approach to public health preparedness. The executive summary should describe how the agency addresses all three goals of the PPHR Criteria:

- 1) all-hazards emergency preparedness and response planning,
- 2) workforce capacity development, and
- 3) quality improvement through exercises and real events.

You may find it helpful to craft your executive summary **after** completing your application and PPHR Crosswalk. The executive summary is critical in providing context and rationale for the review team evaluating your application.

The executive summary must include **all** the information outlined below; NACCHO also recommends agencies format their executive summary in this order.

1. Introduction

- The agency's approach to the PPHR process
- The agency's mission and vision for serving the public's health

2. Jurisdictional Area Description

- Size of population served by the agency
- Geography/topography information, including the location of the jurisdiction
- Unique characteristics to the jurisdiction that will help explain its approach to preparedness planning, including landmarks and proximity to Tribal Nations and military installations, if applicable
- Demographic information, such as population density and median income or poverty rate

3. Organizational Structure of the Agency

- The agency's level of authority and its structure and/or hierarchy (e.g., state agency, centralized, home rule)
- Governance structure, such as cities and towns in a region, boards of health, and county commissioners
- Preparedness planning and how the efforts of the agency fit within the larger jurisdictional (e.g., county or city) response
- The agency's responsibilities in a response
- Information on divisions/departments, services provided, number of offices, etc.

4. Employee Demographic Information

- Total number of full-time employees in the agency and within each health department in a regional application
- Total number of preparedness staff at the agency, differentiating between full- and part-time staff
- General professional categories at the agency and on the preparedness staff (e.g., nurses, administrators, environmental staff)

5. Connection/Coordination

- The agency's connection to and coordination with local (e.g., county, city), regional, and state partners for emergency preparedness planning and response
- The linkages among all three goals of the project, including how the revisions of response plans, workforce development plans, and exercise plans are interrelated based on evaluations of trainings, exercises, and event responses
 - Document should show that a [continuous quality improvement](#) process is evident with the application

6. COVID-19 Response (required)

Provide a brief narrative of the following:

- The agency's approach to the COVID-19 pandemic response
- The agency's working-relationship with the governmental partners (i.e. locals, state, federal, tribal) during the COVID-19 response
- The agency's successes and limitations during the COVID-19 response
- The agency's COVID-19 recovery plan or efforts in developing a COVID-19 recovery plan
- The agency's COVID-19 response lessons learned (e.g. workforce development, training, administrative preparedness, communications)
 - Note: Re-recognition applicants can use these lessons learned for Section C. Narrative Questions

NOTE for Regional Applicants: Please reference the [Regional Guidance for PPHR Applicants and Reviewers](#) for additional information and requirements, including guidance on composing executive summaries.

Criteria Requirements and Recommendations for Applications

First-time Application	Re-recognition Application
<p>Goal I, Measure 1:</p> <p>d4. The plan describes the expedited administrative processes used during a response to an event that differ from standard procedures for all of the following:</p> <ul style="list-style-type: none"> • Accepting and allocating federal/state funds; • Spending federal/state funds; • Managing/hiring workforce; and • Contracting/procuring or mutual aid.* <p>Hyperlinked guidance: Evidence for this element should describe how the applicant alters their day-to-day operations or processes for the bulleted items during an emergency response event, including the legal authority for such actions. For example, an applicant may cite and describe the process for calling an emergency meeting of any governing body needed to approve the acceptance, allotment, or spending of federal funds, as well as hiring or reassigning staff or temporary personnel and contractors. Applicants may also discuss waivers for executing contracts in a timely manner or additional personnel who may approve purchase requests in the event the regular purchasing manager is unavailable. Applicants may also cite information on purchasing cards, contracts, sole sources waivers, three bids, legal reviews, approved signatories (including facility usages), and mutual aid agreements for contracting/procuring.</p> <p>Applicants are recommended but not required to use COVID-19 response for this criterion.</p> <ul style="list-style-type: none"> • Examples include the expediate hiring/contracting of contract tracers, handling of new federal emergency funding and/or establishing a policy for overtime or increased work hours for staff. 	<p>Goal I, Measure 1:</p> <p>d4. The plan describes the expedited administrative processes used during a response to an event that differ from standard procedures for all of the following:</p> <ul style="list-style-type: none"> • Accepting and allocating federal/state funds; • Spending federal/state funds; • Managing/hiring workforce; and • Contracting/procuring or mutual aid.* <p>Hyperlinked guidance: Evidence for this element should describe how the applicant alters their day-to-day operations or processes for the bulleted items during an emergency response event, including the legal authority for such actions. For example, an applicant may cite and describe the process for calling an emergency meeting of any governing body needed to approve the acceptance, allotment, or spending of federal funds, as well as hiring or reassigning staff or temporary personnel and contractors. Applicants may also discuss waivers for executing contracts in a timely manner or additional personnel who may approve purchase requests in the event the regular purchasing manager is unavailable. Applicants may also cite information on purchasing cards, contracts, sole sources waivers, three bids, legal reviews, approved signatories (including facility usages), and mutual aid agreements for contracting/procuring.</p> <p>Applicants are recommended but not required to use COVID-19 response for this criterion.</p> <ul style="list-style-type: none"> • Examples include the expediate hiring/contracting of contract tracers, handling of new federal emergency funding and/or establishing a policy for overtime or increased work hours for staff.

<p>Goal I, Measure 1:</p> <p>15. The plan includes a template for health alert messages or the application includes at least one sample health alert message that may be shared.*</p> <p>Applicants are <u>required</u> to provide an actual health alert message from the COVID-19 response. A template will not be accepted in order to receive a met.</p>	<p>Section C. Narrative Questions</p> <p>A total of eight (8) narrative examples are needed to fully respond to questions #1, #3, and #4. At least one (1) of those narrative examples is <u>required</u> to be COVID-19 related.</p>
<p>Goal II, Measure 3:</p> <p>d5. The application contains two examples of activities or exercises in which staff had the opportunity to demonstrate competencies noted in the workforce development plan.</p> <p>Applicants are <u>recommended but not required</u> to provide at least one example of activity from the COVID-19 response.</p>	<p>Goal II, Measure 3:</p> <p>d5. The application contains two examples of activities or exercises in which staff had the opportunity to demonstrate competencies noted in the workforce development plan.</p> <p>Applicants are <u>recommended but not required</u> to provide at least one example of activity from the COVID-19 response.</p>
<p>Goal III, Measure 4</p> <p>Applicants are <u>recommended but not required</u> to use sub-measure B, a Real-World Event describing the COVID-19 response, over sub-measure A exercise.</p>	<p>Goal III, Measure 4</p> <p>Applicants are <u>recommended but not required</u> to use sub-measure B, a Real-World Event describing the COVID-19 response, over sub-measure A exercise.</p>