

**Subject: Request for Proposals for Division of Oral Health Long-Term Training (LTT)
Dental Program Site Award**

Proposal Procedure Checklist

Dental Programs are asked to apply for the DOH LTT Award by providing separate, narrative answers to the following items:

- 1) A statement describing the current 3 year user population and a description of their staff and services provided including operatories, support staff, and current dental professional staff.
- 2) A statement from the Dental Program Director or the Chief Executive Officer of the Dental Program verifying that the facility will have the billet/position and adequate funding to accept the Dental Specialist immediately upon completion of training and for, at a minimum, the length of time for the service obligated payback period.
- 3) A description of need for specialty services including expected treatment needs and any factors that limit access to specialty care including geographic isolation, availability of specialists, and CHS dollars.
- 4) A description of physical facilities including (as applicable): access to clinical operatorie(s), available equipment, hospital and operating room access and privileges, digital radiography, endodontic microscopes, and rotary endodontic systems; or plans to obtain these.
- 5) An endorsement from the Dental Program's Area Dental Officer (ADO) supporting the site as needing a Dental Specialist and as being able to meet the requirements of the newly trained Dental Specialist.
- 6) A description of any other factors that the Dental Program feels might be relevant to the selection process including being a teaching/referral center, special circumstances at the site, or other data not previously presented.

The following 2 forms, appropriately signed and completed, must accompany the proposal.

- 7) The DOH LTT Program Site Award Proposal Submission Form (Appendix 1) and the Dental Program Site Director Memorandum of Understanding (Appendix 2).