Step 1: Central Federal Lands Highway Division (CFLHD) issues a call for projects in cooperation with the other Tri-Agency Representatives of USDA Forest Service (USFS) and State of California Department of Transportation (Caltrans).

Each National Forest (NF), Caltrans, and county with a Forest Highway (FH) will receive the solicitation. The solicitation will be made available electronically and will have instructions on how to complete the application. The solicitation will also include the details on the goals of the FH Program that are used to score each project.

Step 2: NF’s, Caltrans, and counties prepare project applications

Once the NF’s, Caltrans, and counties receive their packets, it is their responsibility to complete the project applications to the best of their ability, and supplying the information necessary to complete the project application. An agency may use anecdotal information when data is not available for application questions. Projects initiated by the county (or other local organization) must have the project application submitted through Caltrans district local assistance engineer (DLAE), with concurrence from the local NF(s).

Step 3: USFS and Caltrans sign project application and forward to CFLHD

The USFS and Caltrans review the applications for completeness and forwards them to CFLHD for distribution to the Tri-Agency Team.

Step 4: CFLHD compiles all project applications and sends to Tri-Agency for ranking

CFLHD compiles all project applications and distributes them to the Tri-Agency Team.

Step 5: Tri-Agency representatives score and rank applications

Each representative of the Tri-Agency reviews and ranks all project applications based on the established weighted criteria. Projects are evaluated on the content of application only and assigned one score per project by each Tri-Agency Team.

Step 6: Tri-Agency Annual Meeting (project ranking and programming)

A planning work session is scheduled for the Tri-Agency to discuss the merits of each project application based on the established weighted criteria. Depending on the outcome of discussion, a project may proceed in one of four ways:

a) Project Dropped - Project receives no further consideration
b) Project Deferred - Project is added to the unconstrained list of projects in the long range transportation plan
c) Project Sponsor needs to provide more information - Additional information is collected before a program decision is made
d) Project Approved - Project is programmed

Step 7: Projects assigned funding and program year on CFLHD Transportation Improvement Program (TIP)

Each approved project is assigned a program year and budget, based on funding availability and other programming considerations. The FH Program in California has only $20.7 million per year; programming will be flexible by having a mix of projects of different sizes and scopes of work. County projects must be programmed in the FTIP prior to fund obligation.

Step 8: CFLHD TIP submitted to Caltrans

After funding and program years are assigned, the list of projects is sent to the Caltrans for inclusion in their Statewide Transportation Improvement Program (STIP) or the State Highway Operation and Protection Program (SHOPP) for preservation and rehabilitation projects on the State Highway System as appropriate.
Step 9: Project delivery
The final step for each approved project is project delivery. CFLHD prepares engineering drawings, conducts appropriate National Environmental Policy Act (NEPA) studies, constructs the project, and turns it over to the agency with jurisdiction. Recipient agency and affected NF are kept informed of progress throughout Project Delivery phase. Affected NF designates a Forest Liaison.

Legend
○ = Terminator point  □ = Process step  ◻ = Decision