



2024 Application

Timber, Forest Health and Wildfire Mitigation
Industries Workforce Development Program

Established by SB23-005

Application Instructions

This program supports qualifying internship and employment opportunities for businesses and organizations directly involved in forest products manufacturing, timber harvesting and trucking, forestry and/or wildfire mitigation services. Businesses and nonprofit organizations are eligible to apply. There is no application deadline. Applicants should complete and submit this application to the Colorado State Forest Service at the time of hiring a new intern or employee (“employee”). Recently hired employees with less than 40 hours of work are eligible under this program. Applications will be accepted as long as funding remains. Complete each of the sections below.

A. Business or Organization Information

Business or Organization:	
Contact Person/Title:	
Mailing Address:	
City/State/Zip Code:	
Physical Address (if different from mailing)	
City/State/Zip Code (if different from mailing)	
County:	
Phone (Work/Cell):	
Email:	
Business/Organization Website	

B. Business or Organization Overview

Provide a brief overview of your business or organization. Include primary products manufactured and/or services provided. Include current number of employees (full-time and part-time). If applicable, include the volume of wood annually processed and amount of wood products produced. If providing timber harvesting or wildfire mitigation (fuels reduction) or forestry services, provide number of acres treated annually.

C. General Program Requirements

- Must provide at least 130 hours of training and experience to qualify for funding support. In cases where an employee does not complete 130 hours of work, the remaining hours can be used for a replacement employee.
- Requests for funding cannot exceed 6 months.
- Award amounts will be based on available funding, but requests should generally not exceed \$5,000 per employee. Requests exceeding this amount will be considered on a case-by-case basis.
- The CSFS will reimburse, with proper documentation, an amount not to exceed 50 percent of actual costs to employ the employee. For example, if an employer spends \$10,000 to employ, train and equip a new employee, up to \$5,000 of these expenses can be reimbursed.
- Documentation of matching expenses must be submitted to the CSFS along with reimbursement request.
- Expenses eligible for reimbursement include wages and salaries, overhead, incidental and training.
- Eligible businesses and organizations shall not be reimbursed for more than three employees in a single state fiscal year.

D. Business Applicant and Employee Eligibility

Applicants and employees must meet **all** the eligibility criteria below.

- Must be a business, organization or nonprofit, directly involved in wood products manufacturing, timber harvesting or removal, wildfire mitigation and/or professional forestry services.
- Employees hired must be enrolled in or graduates of high school or equivalent academy, trade or technical school (electrical, mechanical), community college, 2 or 4 year degree program in forest products, forestry or natural resources.
- Preference will be given for recruiting and hiring employees from historically underrepresented populations (women, minority, veteran, Native American, etc.).
- Employee must be new hire having less than 40 hours of employment prior to program funding award.
- Positions can be full-time or part-time (seasonal).
- Employees can have previous work experience with applicant business or organization.
- Preference will be given to positions that have the opportunity to be converted to regular full-time career employment.
- Employees must be able to legally work in the United States.
- Employees cannot be relatives of the business owner/applicant.
- Contractors (1099 workers) are not eligible.

E. Employee Information

Full Name	
Mailing Address	
City/State/Zip	
Job or Position Title	
Education (highest degree attained or currently enrolled)	
Job or Position Description (can provide a link or attach description with application)	
Hiring Date (month/date/year)	

Yes ___ No ___ Is the employee a member of a historically underrepresented community (women, veteran, Native American)?

Yes ___ No ___ Is the employee from a correctional or inmate or conservation corp program?

F. Outcomes and Benefits

Describe the benefits to your business or organization and the employee. Questions to address include the following:

- What specific needs are the employees addressing in your business or organization?
- Will the employee have the possibility of converting to a regular full-time employment?
- Is the employee being hired to provide or learn specific expertise in wood products harvesting or manufacturing, forest practices and/or wildfire mitigation?
- List formal training(s), professional experience and/or credentials an employee will receive that will be useful in their future career path. Examples may include vehicle operation, timber harvesting or wood products manufacturing equipment, forestry field tools and equipment and/or hand or mechanical mastication equipment.
- Will the employee be part of a formal team or crew?
- Will the employee interact with the public or customers?

G. Budget Narrative

This section should reflect the entire budget (costs) for the employment period. Costs must represent at least 130 hours of employment.

Wages and Fringe: Include the hourly rate and number of hours the employee will be paid. Add the amount for fringe and applicable insurance costs.

Training, Training Equipment and Supplies: Include expenses for training employees on job responsibilities; include costs for providing required personal protection equipment.

Fixed, Overhead, Incidentals: Includes up to 10 % costs for indirect costs. Indirect costs that exceed 10% will not be reimbursed.

Budget Table

Total Hours (must be a minimum of 130 hours)	
Start Date (mm/day/year)	
End Date (mm/day/year)	
Hourly Rate (\$/hour)	
Hours per Week	
Total Cost (hourly rate x # hours. Must represent 75% of total costs)	
Fringe, FICA, Medicare, Workers Compensation, etc.	
Training Expenses (if applicable)	
Equipment and Supplies (maximum of \$500 eligible for reimbursement)	
Administration/Overhead	
Total Costs (sum of above)	
Funding Request (cannot exceed 50% of total cost)	

Provide a detailed description below of employment expenses. Include justification for wage, salary or hourly rate. Fully describe any employee training expenses required for the position. Include any equipment necessary for the employee to fulfill job responsibilities. Include any administrative, overhead incidentals and supplies.

Budget Narrative

H. Reimbursement

Reimbursement will be at the conclusion of the employment. In cases where employees do not meet the 130 hour requirement, and a replacement employment is not available, reimbursement for expenses less than the 130 work requirement can be made. To receive reimbursement, applicants awarded funding from the Timber, Forest Health & Wildfire Mitigation Industries Workforce Development Program must submit CSFS Reimbursement Request Form and provide documentation supporting their costs. Employee payroll records, receipts for protective equipment and supplies need to be submitted to support reimbursement requests.

I. Submission

Submit completed applications by e-mail to tim.reader@colostate.edu. Electronic submission is preferred, but hard copies are acceptable and can be mailed to this address:

Colorado State Forest Service
Attn: Tim Reader
PO Box 7233
Durango, CO 81301

For questions on completing the application or the internship program contact:

Tim Reader
Colorado State Forest Service
tim.reader@colostate.edu
(970)759-2443