

COLLECTION AGREEMENT (CO)

A Collection Agreement (CO) is used to accept money, equipment, property or products by the Forest Service from a non-federal party to carry out a purpose authorized by law.

Collection Agreements may involve either advances or reimbursements.

The Forest Service, or anyone acting on behalf of the Forest Service, is prohibited from soliciting money, either verbally or in writing for the agency. An exception to this is the National Forest Foundation who has legislative authority to solicit funds on behalf of the Forest Service.

More and more often, Forest Service employees are applying for grant funding from non-Federal entities. Some things to consider before sending an application are:

1. Does the Forest Service have authority to collect the money if the application is approved?
2. Can the money be used on NFS lands?
3. If the intent is to involve a third party or another cooperator, does the Forest Service have the authority to cooperate with and/or involve them?
4. Always confer with your agreements coordinator before sending an application in for grant funding.

The primary point to remember is that as a federal agency, **the Forest Service must have legislative authority to accept funding from other non-federal entities**. It is not enough that someone wants to give us money; there must be legislation that allows us to collect and spend it.

The Cooperative Funds Act of June 30, 1914, as amended (16 USC 498) authorizes the Forest Service to collect funds from cooperators to perform work that's the responsibility of the Forest Service.

- Cash, checks or money orders only
- May be advance or reimbursement
- Work is the responsibility of the Forest Service, and must be on NFS land
- Contributions must be voluntary
- You should try to collect overhead; however, overhead can be waived. If waived, it will be paid with Forest Service project funds.
- Funds must be accounted for separately-CWFS/NFEX
- No conflict of interest or appearance of conflict of interest
- Acceptance of funds shall not be conditioned upon endorsement of firms or products

Examples of types of work:

- Construction and maintenance of NF improvements
- Protection of NF from fire, insects, disease, etc.
- Management activities like planting, analysis and studies related to resource activities.