



CFC Memorandum 2023-01

November 13, 2023

**To: Combined Federal Campaign (CFC) Participating Federations,
Members, and Independent Organizations
Local Federal Coordinating Committees
Central Campaign Administrator (CCA)
Outreach Coordinators**

**From: Keith Willingham
Director, Combined Fe**

A handwritten signature in purple ink that reads "Keith Willingham".

Subject: 2024 CFC Schedule of Application and Listing Fees (Corrected)

Combined Federal Campaign (CFC) regulations ([5 CFR §950.107](#)), provide the U.S. Office of Personnel Management (OPM) the authority to recover costs incurred in the administration of the program. The cost recovery is obtained from charity application, listing, and distribution fees. Via this memo, OPM announces the 2024 CFC Schedule of Application and Listing Fees to assist current charities and prospective applicants in preparing for the upcoming application period.

[The CFC accepts applications](#) from organizations seeking to participate in the next campaign according to the annual campaign schedule. For the 2024 CFC, the Charity Application System will open Friday, December 1, 2023, to start receiving applications for participation in the 2024 CFC list.

In recognition of how charities remain under financial pressure due to declining revenue and increased demand for services resulting from the waning COVID-19 pandemic conditions and the current period of increased inflation, OPM continues to work to control and lower campaign-related costs for next year while maximizing contributions. Therefore, the 2024 fee schedule cuts both the Application Fees and Listing Fees by 15 percent.

The lower 2024 fees apply for organizations that submit applications by the regulatory deadline of January 31, 2024, and for listing requirements if completed by August 16, 2024. OPM encourages charities to complete applications and listing requirements by the earlier deadlines to benefit from the lower fees. Application training and other guidance materials will be made available to applicants to ensure the greatest chance of success in the program. OPM will not waive the Application and Listing Fees or accept payments beyond the late deadlines.

2024 Application Fees

The Application Fee is paid at the time of the application submission. Application Fees cover the cost of processing the submissions to determine program eligibility. Charities that submit their applications by January 31 will be assessed fees based upon the application type (i.e., Local, National/International, and International) and membership status (i.e., federation, member, or independent organization).

In limited cases, OPM recognizes that a charity may miss this January 31 deadline because it did not have required documents (e.g., financial statements and IRS Form 990), or for other issues, but still wish to apply for participation in the 2024 campaign. To accommodate those charities, the Charity Application System will accept late submissions from February 1 to February 29. Applications received during that period will be considered late and will be assessed late Application Fees. After 11:59 pm EST February 29, no further late submissions will be accepted nor considered.

The system will not accept any applications without the fee. Unpaid submissions will not be reviewed for eligibility. For administrative purposes, charities that are denied or withdraw their submission will not have their fees refunded.

For a federation that applies before January 31 but later adds more member organizations, the late fee will be assessed only for the additional organization(s). The federation will also be required to pay the difference in the Application Fees for its application since its package was not completed by the January 31 deadline.

2024 Listing Fees

The Listing Fee is paid only by organizations that are approved to participate. The funds are used to promote and market the campaign among Federal employees and retirees. All approved organizations shall pay the Listing Fee to appear in the 2024 CFC Charity database and be eligible to receive monetary and volunteer pledges during the solicitation period. The Central Campaign Administrator will not accept financial gifts nor volunteer time pledged to organizations that do not pay the Listing Fee.

The deadline to pay the reduced fee is August 16, 2024. All charities that pay the Listing Fee by this date will appear in the online 2024 Charity List that will be accessible via the CFC Giving System and mobile app, and in any limited .pdf files of the charity lists in use in CFC local zones. If a charity misses the August 16 deadline, it may submit its listing requirements and the late fee by August 30 but will appear ONLY in the CFC Giving System and Mobile App but may not appear in local pdf files.

CFC Revenue Tiers for Listing Fees

- Tier I organizations are those that report more than \$6 million in revenue on the IRS Form 990 (or pro forma IRS Form 990) submitted with the CFC application.
- Tier II organizations are those that report more than \$1 million to \$6 million in revenue on the IRS Form 990 (or pro forma IRS Form 990) submitted with the CFC application.
- Tier III organizations are those that report more than \$500 thousand to \$1 million in revenue on the IRS Form 990 (or pro forma IRS Form 990) submitted with the CFC application.
- Tier IV organizations are those that report more than \$250 thousand to \$500 thousand in revenue on the IRS Form 990 (or pro forma IRS Form 990) submitted with the CFC application.
- Tier V organizations are those that report more than \$50,000 to \$250,000 in revenue on the IRS Form 990 (or pro forma IRS Form 990) submitted with the CFC application.
- Tier VI organizations are those that report less than \$50,000 in revenue on the IRS Form 990 (or pro forma IRS Form 990) submitted with the CFC application.

All 2024 CFC fees and Tier Levels are effective as of December 1, 2023.

If you have questions, please contact Customer Care:

1-888-232-4935 or (Local/Int) 608-237-4935

TTY (Toll Free) 800-203-8280 or TTY (Local/Int) 608-268-7740

support@cfccharities.org



2024 Schedule of CFC Application Fees

Table 1: Application Fees

APPLICATION TYPE BY ORGANIZATION AND MEMBERSHIP (Federation, Member or Independent)	Regulatory Deadline		Late Deadline	
	31-Jan-24		29-Feb-24	
National/International Federation	\$	1,055	\$	1,241
National/International Member Organization	\$	271	\$	319
National/International Independent Unaffiliated Organization	\$	369	\$	434
Local Federation	\$	443	\$	521
Local Federation Member Organization	\$	177	\$	208
Local Independent/Unaffiliated Organization	\$	246	\$	289

- Apply early and lock in the 2024 15% Fee Reduction.
- Audits and IRS Forms must be signed by the Application Deadline.
- The Late Application Fee is equal to 2023 fee rates.
- Applications received between February 1 and February 29, 2024, are considered late, and will be assessed at the late deadline rate (third column).

2024 Schedule of CFC Listing Fees

Table 2: 2024 Listing Fees and Revenue Tiers

LISTING TYPE BY ANNUAL REVENUE	Regulatory Deadline 16-Aug-24		Late Deadline 30-Aug-24	
Tier I National/International Organizations (More than \$6 million)	\$	1,358	\$	1,598
Tier II National/International Organizations (More than \$1 million to \$6 million)	\$	1,207	\$	1,420
Tier III National/International Organizations (More than \$500,000 to \$1 million)	\$	390	\$	459
Tier IV National/International Organizations (More than \$250,000 to \$500,000)	\$	347	\$	408
Tier V National/International Organizations (More than \$50,000 to \$250,000)	\$	234	\$	275
Tier VI National/International (Under \$50,000)	\$	211	\$	248
Tier I Local Organizations (More than \$6 million)	\$	555	\$	653
Tier II Local Organizations (More than \$1 million to under \$6 million)	\$	493	\$	580
Tier III Local Organizations (More than \$500,000 to \$1 million)	\$	81	\$	95
Tier IV Local Organizations (More than \$250,000 to \$500,000)	\$	71	\$	84
Tier V Local Organizations (More than \$50,000 to \$250,000)	\$	10	\$	12
Tier VI Local Organizations (Under \$50,000 revenue)	\$	9	\$	10

- Complete Listing process by August 16 and lock in a 15% reduction in fees charged for 2023 listing.
- Listing requirements received between August 17 and August 30 are considered late and will be assessed at the late deadline rate (third column). The late fee equals the fees charged for base tiers in the 2023 fee schedule.