2021 CFC Application Training

Presented by the
Office of Personnel Management’s
Office of the Combined Federal Campaign
Overview of the CFC Program
What is the CFC? (1/2)

- Established in 1961 by Executive Order
- The mission of the Combined Federal Campaign (CFC) is to:
  - Promote and support philanthropy through a program that is employee/donor focused, cost-efficient, and
  - Effective in providing all federal employees the opportunity to improve the quality of life for all
- Federal employee benefit program that helps local, national and international charities receive monetary and volunteer pledges
- Largest workplace giving base of federal, military, and postal employees, retirees and contractors
- Over 10 million potential donors
What is the CFC? (2/2)

- Only Government-authorized solicitation of employees at workplace sites
- No undesignated funds are solicited
- Donations only go to the designated charities chosen by each contributor
- Donated funds received by the charities are unrestricted
- Charities do not have a reporting requirement
- Raised over $8 billion since its inception
CFC In a Nutshell

- Gives federal employees an annual opportunity to support their favorite charities in a streamlined, managed system by pledging monetary funds and volunteer hours
- Provides a way for charities to share their mission with the federal, military, and postal communities during campaign open season
- Offers an easy and effective method for donors to pledge to charities through payroll deduction
- Ensures that charities in the program are fully vetted 501(c)(3) registered and meet eligibility requirements
Program Administration

- Overseen by the Office of CFC at the US Office of Personnel Management
- 36 Zones throughout the country and overseas
- Outreach Coordinators are responsible for campaign marketing and management
- Central Campaign Administrator (CCA) processes pledges and disburses funds to charities
- Campaign starts each Fall (date set annually by the Director of OPM) and ends by January 15
- Disbursements begin April 1 of the following year and continues monthly for the next 11 months
Requesting Assistance

- For questions regarding technical assistance, pledges and distributions, contact Customer Care Center:
  
  (888)232-4935 (Toll Free)  
  TTY: (800)203-8280 (Toll Free)  
  support@cfccharities.org  
  (608)237-4935 (Local)  
  TTY: (608)268-7740 (Local)

- Policy-related question should be directed to the OPM’s Office of CFC:
  
  202-606-2564  
  cfc@opm.gov (Do not add this email address to your organization’s fundraising distribution list)

- Provide your charity’s CFC code or Employer Identification Number (EIN)
The Campaign and Charity’s Role (1/2)

- Campaign and marketing activities are currently managed by four Outreach Coordinators:
  - Kaptivate LLC
  - Maguire/Maguire LLC
  - Penngood LLC
  - Tribal Tech LLC

- Zone assignments may change annually, however, the Outreach Coordinator assigned to your zone will make an introduction prior to the start of the campaign.
The Campaign and Charity’s Role (2/2)

- Time-sensitive invitations will be sent via email to request charity videos, impact statements, or attendance at donor worksites
- Get as much information in front of prospective donors as possible so that they can connect with your organization and mission
- It’s imperative to keep your charity’s contacts updated so that you can receive email communication
Accessing Pledge, Distribution, and Donor Information
Tracking Pledges and Disbursements

**FOUNDATION INC**

<table>
<thead>
<tr>
<th>CFC #</th>
<th>EIN:</th>
</tr>
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<tbody>
<tr>
<td></td>
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Application (skip)

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<thead>
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<th>Link</th>
</tr>
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<tr>
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<td>View Details</td>
</tr>
<tr>
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<td>View Details</td>
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<tr>
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Listing (skip)

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<th>Details</th>
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</tr>
<tr>
<td>2019</td>
<td>Listing Added/Paid</td>
<td>View</td>
</tr>
<tr>
<td>2018</td>
<td>Listing Added/Paid</td>
<td>View</td>
</tr>
<tr>
<td>2017</td>
<td>Listing Added/Paid</td>
<td>View</td>
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Pledges

<table>
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<th>Total Pledges</th>
<th>Number of Pledges</th>
<th>Details</th>
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<td>View</td>
</tr>
<tr>
<td>2019</td>
<td>3</td>
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<td>View</td>
</tr>
<tr>
<td>2017</td>
<td>3</td>
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Donations Received (skip)

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<tr>
<td>2017</td>
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### Accessing Pledge and Donor Information

#### Pledges Overview 2019

<table>
<thead>
<tr>
<th>Total Pledged For Year</th>
<th>Amount</th>
<th>Donors</th>
<th>Volunteer Hours</th>
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<tr>
<td>One-Time Pledges For Year</td>
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<td></td>
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<tr>
<td>Recurring Pledges For Year</td>
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</table>

#### Pledges Overview By Zone 2019

<table>
<thead>
<tr>
<th>Zone Code</th>
<th>Zone Name</th>
<th>Total Donations</th>
<th>Total Volunteer Hours</th>
<th>One-Time Donations</th>
<th>Recurring Donations</th>
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<tr>
<td>2001</td>
<td>Alaska CFC Zone</td>
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</tr>
<tr>
<td>2002</td>
<td>Hawaii-Pacific CFC Zone</td>
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<td></td>
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<tr>
<td>2003</td>
<td>Southern California CFC Zone</td>
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<td>2004</td>
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<td>2005</td>
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<tr>
<td>2007</td>
<td>Pacific Northwest CFC Zone</td>
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<tr>
<td>2008</td>
<td>Desert Southwest CFC Zone</td>
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<tr>
<td>2010</td>
<td>Mountain States CFC Zone</td>
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<td>2011</td>
<td>Northern Lights CFC Zone</td>
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<td>2014</td>
<td>Oceana CFC Zone</td>
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<td>2016</td>
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</tr>
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<td>2019</td>
<td>South Central Texas CFC Zone</td>
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<td></td>
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</tr>
<tr>
<td>2020</td>
<td>Mississippi Delta/Gulf Coastal Plains CFC Zone</td>
<td></td>
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<tr>
<td>2021</td>
<td>Southeast Tri-State CFC Zone</td>
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<td>2022</td>
<td>Sunshine CFC Zone</td>
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<td>Carolinas CFC Zone</td>
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<tr>
<td>2026</td>
<td>Mid-Atlantic CFC Zone</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2027</td>
<td>Indiana, Kentucky &amp; Southwestern Ohio CFC Zone</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2100</td>
<td>Ohio CFC Zone</td>
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</tr>
<tr>
<td>2030</td>
<td>Eastern Pennsylvania/Southern New Jersey CFC Zone</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2131</td>
<td>Chesapeake Bay Area CFC Zone</td>
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<td></td>
<td></td>
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<tr>
<td>2132</td>
<td>National Capital Area/Northern Virginia CFC Zone</td>
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<td>2134</td>
<td>Garden Empire CFC Zone</td>
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<tr>
<td>2135</td>
<td>Greater New York CFC Zone</td>
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<td></td>
</tr>
<tr>
<td>2136</td>
<td>Pacific New York CFC Zone</td>
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<tr>
<td>2137</td>
<td>New England CFC Zone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2138</td>
<td>Overseas CFC Zone</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Accessing Disbursement Information

2019 Campaign Donations Received

Overview
Campaign Year 2019
- Total Pledges
- Distribution Fees
- Donations Collected
- Distribution Fees Collected
- Distributions To Charity
- Donations Collected Pending Distribution

Distribution Breakdown To Charity
Campaign Year 2019

<table>
<thead>
<tr>
<th>Month</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2020</td>
<td></td>
</tr>
<tr>
<td>May 2020</td>
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<tr>
<td>June 2020</td>
<td></td>
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<tr>
<td>July 2020</td>
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</tr>
<tr>
<td>August 2020</td>
<td></td>
</tr>
<tr>
<td>September 2020</td>
<td></td>
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<tr>
<td>October 2020</td>
<td></td>
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<tr>
<td>November 2020</td>
<td></td>
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<tr>
<td>December 2020</td>
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<tr>
<td>January 2021</td>
<td></td>
</tr>
<tr>
<td>February 2021</td>
<td></td>
</tr>
<tr>
<td>March 2021</td>
<td></td>
</tr>
</tbody>
</table>
Overview of the Application Process
Two-Part Application Process

- **Annual application period (December 1 – January 31)**
  - Submitted online via the Charity Application System ([https://cfccharities.opm.gov/](https://cfccharities.opm.gov/))

- **Full vs verification application:**
  - Full application required once every three years
  - Verification application is required the other two years
  - Exceptions: A full application will be required if the charity did not apply or was not approved in the previous year’s campaign, or if the organization type changed (i.e. local, National/International, or International)
  - Application and listing fees are the same

- **2021 Listing Period (June 8 – August 6)**
## Requirements

<table>
<thead>
<tr>
<th>Full Application</th>
<th>Verification Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application and Listing Fees</td>
<td>Not required</td>
</tr>
<tr>
<td>Certification Statements</td>
<td>Not required</td>
</tr>
<tr>
<td>Areas of Service (formerly known as the Attachment A)</td>
<td>Not required</td>
</tr>
<tr>
<td>IRS Determination Letter, Group Exemption List and/or Parent Organization Verification (if applicable)</td>
<td>Not required</td>
</tr>
<tr>
<td>Financial statements (audit or review)</td>
<td>Not required</td>
</tr>
<tr>
<td>IRS Form 990 (or pro forma IRS Form 990)</td>
<td></td>
</tr>
<tr>
<td>DBA Name Documentation (if the organization wishes to be listed with a DBA name)</td>
<td></td>
</tr>
</tbody>
</table>
Advisory Statement

Applicants should be aware that a false response to any certification in the CFC application may be grounds for denial of the application and may be punishable by fine or imprisonment (18 U.S.C. 1001). All statements and information provided in the application discussed herein are subject to investigation, including confirmation through third parties and other government agencies.
Charity Application System: Account Setup
Accessing the Charity Application Site

Go to https://cfccharities.opm.gov

New Users:
- Click “Create and Account”
- On next page, enter your name, email address and password
- You will also need to enter answers to challenge questions for password resets

Existing Users:
- Enter your email address and password to access your account

Once logged in, you will be taken to the “Your Charities” page
Your Charities Page

Welcome FirstName

Your Charities

QUICK FIND A CHARITY:
Enter CFC#, EIN, or Name

QUICK LINKS

Days Left To Apply

Start An Application

Access Invitations

Pending Requests

Request Access To A Charity

CFC # | Charity
---|---
00000 | Member Charity Name
00000 | Independent Charity Name
00000 | Independent Charity Name
00000 | Federation Charity Name
00000 | Independent Charity Name
00000 | Independent Charity Name
00000 | Independent Charity Name
00000 | Independent Charity Name

Role

Owner
Editor
Editor
Editor
Editor
Editor
Editor

2020 Application Status

In Progress
In Progress
In Progress
In Progress
In Progress
In Progress

2020 Listing

In Progress
In Progress
In Progress
In Progress
In Progress
In Progress
In Progress

(click to application)

Start Application

Start Application
Home Page: Main Menu (1/2)
Home Page: Main Menu (2/2)

Click drop-down arrow next to your name to access:

- **Home** – Takes the “Your Charities” page
- **Access** – Shows “Charity Access Invitations and Requests”
- **Settings** – To change your “User Settings” (i.e. password, challenge questions and profile information)
- **Help** – Frequently Asked Questions (FAQs)
- **Log Out** – To exit the Charity Application System
Charity Access Invitations and Requests

Charity Invitations
You received an email from an administrator with an invitation for access to a charity below. You must accept invitation to gain access to the charity.

<table>
<thead>
<tr>
<th>Charity Name</th>
<th>CFC #</th>
<th>Role</th>
<th>Invitation Date</th>
<th>Reply</th>
</tr>
</thead>
</table>

Charity Access Requests
You have requested access to the following charities.

<table>
<thead>
<tr>
<th>Charity Name</th>
<th>CFC #</th>
<th>Request Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTest Charity</td>
<td>64965</td>
<td>12/01/2016</td>
<td>PENDING</td>
</tr>
</tbody>
</table>
Settings Menu

User Settings

Update your email address, name, security questions, or password.

Email Address: jen.kraucis@tasconline.com
Name: Jen Test
Security Questions

Update your password

Current Password

New Password
Confirm Password

Submit Changes
Help (FAQs)

When does the application period close? [View Answer]

How do I know what payment Tier my organization is classified as? [View Answer]

How is the charity's name displayed? [View Answer]

When did the CFC start to solicit Federal employees for volunteer time to charitable organizations? [View Answer]

Where do charitable organizations apply? [View Answer]

What are the eligibility requirements for an organization to participate in the CFC? [View Answer]

What Are The Costs Of The Campaign? [View Answer]

Is it necessary for a charitable organization to submit an application annually? [View Answer]

Why is "dba" (doing business as) documentation required from the IRS for a name change? Can a state-issued "dba" documentation be used instead? [View Answer]

Can a local federation participate in more than one campaign, particularly neighboring campaigns? [View Answer]
User Roles

Charity Owner
- Full rights to charity information
- Performs user management
- Manages affiliations
- Multiple owners

Charity Editor
- Granted rights by Charity Owner
- Does not perform user management
- Multiple editors
Add a User

Charity “Owners” can invite other users

- Click blue “Users” button on Application Dashboard
- On Manage Users page, click “Add User” button
- On Invite a User page, enter user name and email address
- Choose a “User role”
- Click “Send Invitation”
- Click “Continue To Charity Dashboard”
Request Access to a Charity

- Click “Request Access to Charity” from the “Your Charities” page
- Enter CFC Code or EIN
- Click “Select”
- Add a note
- Click “Submit Request”
Adding a Charity (1/4)

- Search by EIN returns no results
- Click on “Add Charity Information”
Adding a Charity (2/4)

- Enter EIN
- Enter Organization Name
- Enter Organization Address
- PO Boxes will NOT be accepted here
Adding a Charity (3/4)

- A CFC code will be assigned
- Click “Continue”
Adding a Charity (4/4)

- Verify CFC Code
- Verify EIN
- Click “Confirm & Continue”
Starting a Charity Application

Choose The Application Type For Your Charity

INDEPENDENT
You are a charity that operates independently, all donations are collected and fees are paid only for this charity.
Begin Charity Application

or

MEMBER
You are a charity that operates under a federation and all donations are collected and fees are paid by this federation.
This was your choice last year.
Begin Member Application

or

FEDERATION
You have at least 15 member charities for which you collect all donations and pay their fees.
Begin Federation Application

Only federations should click on “Begin Federation Application”
Completing the Application
Missing Information Warning Message

*System will let you know when you have missed certification or did not upload a document.*

Step 6

You are missing following information!

IRS determination letter

Go Back  Continue To Next Step
# Application Dashboard

## 2021 Independent Application Dashboard

**Test Local IND - CFC #67414**

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<tr>
<th>Application Status:</th>
<th>In Progress</th>
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<tbody>
<tr>
<td>Assigned Review Zone:</td>
<td>2023, Carolinas CFC Zone</td>
</tr>
<tr>
<td>Listing Zone:</td>
<td>2023, Carolinas CFC Zone</td>
</tr>
<tr>
<td>Last Updated:</td>
<td>11/16/2020</td>
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<td>Total work time:</td>
<td>00:02:34 hrs</td>
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<td>Application Fee:</td>
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### Required Documents (pdf)

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<tr>
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<tr>
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<td></td>
</tr>
<tr>
<td>Audited Financial Statement</td>
<td>Not Submitted</td>
<td></td>
</tr>
<tr>
<td>Group Exemption Letter</td>
<td>Not Submitted</td>
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<tr>
<td>IRS Determination Letter</td>
<td>Not Submitted</td>
<td></td>
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<tr>
<td>Ease Commander Letter (FSYAR/FSY PWIR only)</td>
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### Submission Review

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<th>Description</th>
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<td>Organization Contact Information</td>
<td>UAT OPM Admin</td>
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<td>2</td>
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<td>Application Type</td>
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<td>3</td>
<td>Incomplete</td>
<td>Human Health &amp; Welfare Services</td>
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<tr>
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<td>Areas of Service</td>
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<td>8</td>
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<td>IRS Form 990 or Pro Forma Form 990</td>
<td>UAT OPM Admin</td>
<td>View</td>
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<tr>
<td>9</td>
<td>Incomplete</td>
<td>Fundraising Rule</td>
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<td>View</td>
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<td>Governing Body</td>
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<tr>
<td>11</td>
<td>Incomplete</td>
<td>Verifying Statements</td>
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<td>View</td>
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- Edit Application
- Upload Documents
- View and Add Users
- Sign and Un-sign Application
Steps 1-3:
Contact Information, Application Type, and Health and Human Services
Application Step 1: Contact Information

Completeness Review Check:
Provide all of the required information and multiple email addresses

Required Information:
- Contact Person
- Contact Title
- Email Address
- Contact Address

Optional Information:
- Organization’s Website
- Fax Number

Click “Save & Go to Next Step”
Application Step 2: Application Type

Completeness Review Check:
Is the organization type selected? (Local, National/International or International Charity)

Is the organization’s affiliation selected?
- Independent
- If part of a federation, enter the parent federation code

FSYA/FSYP/MWR
- Check if submitting an FSYA/FSYP/MWR Application (organizations on military bases)
Types of CFC Organizations

**National/International**
- Provides services in 15 different U.S. states and/or one foreign country over the three-year period immediately preceding the start of the campaign's application year

**International**
- Provides evidence of services in at least one foreign country over the three-year period immediately preceding the start of the campaign's application year

**Local**
- Has a substantial local presence in the campaign zone it applied to for participation
- Provides services in the that zone during the calendar year immediately preceding the start of the campaign's application year
Organization’s Affiliation

Federations:
- A group of voluntary charitable human health and welfare organizations created to supply common fundraising, administrative, and management services to its constituent members
- Submits applications and applicable fees for at least 15 member organizations and itself

Members
- Organizations that are affiliated with federations
- Must include parent federation code on Step 2

Independents
- Organizations that are not affiliated with a federation
Family Support & Youth Activities/Family Support & Youth Programs

- An organization on a domestic (in the case of FSYAs) or non-domestic (in the case of FSYPs) military installation recognized by the Department of Defense as providing programs for military families on the installation
- Does not have an EIN
- Must include military base location on Step 2
- Base commander letter provided on Step 2a
Completeness Review Check:
Was the certification statement checked? **All organizations must check “Yes!” to this statement.**

2021 Independent Application
TEST LOCAL IND, CFC #67414

Step 3: Human Health & Welfare Services

Check box if applicable.

☐ YES!
I certify that the organization named in this application is a human health and welfare organization providing services, benefits, or assistance to, or conducting activities affecting human health and welfare. The services, benefits, assistance, or program activities affecting human health and welfare provided in calendar year 2020 are reflected in the Area of Service submitted in the next step of this application, if applicable.

Save & Exit  Save & Go To Next Step
Step 4: Areas of Service
Application Step 4: Schedule of Services (1/9)

Local Charity

2021 Independent Application

TEST LOCAL IND, CFC #67414

You are providing a FULL APPLICATION this year and Areas of Service is Required.

Step 4: Areas of Service

☐ YES!
I certify that the organization named in the application has a substantial local presence in the geographical area covered by the local campaign.

You are filing an application for a local charity which requires submission of Areas of Service.

<table>
<thead>
<tr>
<th>#</th>
<th>Zone Name</th>
<th>Edit</th>
<th>Delete</th>
<th>Status</th>
</tr>
</thead>
</table>

Add Areas of Service

- Only required of Group 2 applicants
- Click “Yes” to certify to the statement
- If required, click “Add Attachments”
- Otherwise, click “Save & Go To Next Step”
Application Step 4: Schedule of Services (2/9)

- Certification of local presence
- Service address, if different
- Hours of operation
  - Waiver can be requested if the organization’s in-person operations shifted to virtual due to the pandemic
- Dedicated phone number
- A service description, to include number of beneficiaries OR monetary value; 256 characters

- Must only report services provided in calendar year 2020
Application Step 4: Schedule of Services (3/9)

National/International Charity

- Only required of Group 2 applicants
- If required, click “Add Attachments”
- Otherwise, click “Save & Go To Next Step”
Application Step 4: Schedule of Services (4/9)

- Options to select the country and state
- Dedicated phone number
- A service description, to include number of beneficiaries OR monetary value; 256 characters
- Services may be reported for calendar years 2020, 2019, and 2018
- Must include at least one eligible service that was provided in calendar year 2020
Application Step 4: Schedule of Services (5/9)

Completeness Review Check for Local Organizations in Group 2 (full application):

Yes  No
☐ ☐ Was the certification statement checked?
☐ ☐ If required, was the service address provided?

If the office where the services were provided (as described in the Areas of Service) is different from the organization’s main address, a service address must be provided.

☐ ☐ Are the hours of operation provided?
☐ ☐ Is a dedicated phone number provided?
Application Step 4: Schedule of Services (6/9)

Completeness Review Check for Local Organizations in Group 2 (full application):

For each service description:

☐ ☐ Was the service provided in calendar year 2020?  
*LOCAL CHARITIES SHOULD ENTER ONLY 2020 SERVICES. Local services delivered in 2018 and 2019 will not be considered.*

☐ ☐ For each service description, is the number of beneficiaries or amount of monetary benefit of the services provided?  
Does the service description clearly state:

☐ ☐ ...who received the service?  
☐ ☐ ...what the service was?  
☐ ☐ ...when it was delivered?  
☐ ☐ ...where it was delivered?
### Completeness Review Check for National/International and International Organizations in Group 2 (full application):

**Yes**  **No**

- ☐ ☐ Was the certification statement checked?
- ☐ ☐ For national/international organizations, was an Area of Service provided for at least 15 states or one foreign country?
- ☐ ☐ For international organizations, was an Area of Service provided for at least one foreign country?
Application Step 4: Schedule of Services (8/9)

Completeness Review Check for National/International and International Organizations in Group 2 (full application):

Yes  No
For each service description:
☐☐ Was the state or country selected?
☐☐ Is a dedicated phone number provided?
☐☐ For each service description, is the number of beneficiaries or amount of monetary benefit of the services provided? 3 years to report service (calendar years 2018, 2019, and 2020)?
Does the service description clearly state:
☐☐ ...who received the service?
☐☐ ...what the service was?
☐☐ ...when it was delivered?
☐☐ ...where it was delivered?
**Completeness Review Check:** At the sole discretion of OPM, service descriptions will be reviewed to determine if CFC eligibility requirements are met. The following elements do not meet the requirements for eligible services:

<table>
<thead>
<tr>
<th>Mission statement</th>
<th>The service description should be of actual services provided and not the services offered and/or available.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broad description of services</td>
<td>Naming a program or activity such as tutoring, food bank, counseling does not sufficiently provide details on who, what, when and where the service was delivered.</td>
</tr>
<tr>
<td>Repetitive narratives</td>
<td>Using the same service description, number of beneficiaries and/or monetary value does not allow OPM to adequately determine that real services were provided or to accurately determine the individuals or entities who benefited.</td>
</tr>
<tr>
<td>Listing of affiliated groups</td>
<td>Listing affiliated groups does not sufficiently demonstrate provision of real services by the applicant.</td>
</tr>
<tr>
<td>De minimis services, benefits, assistance, or other program activities <strong>for Local Organizations</strong></td>
<td>Services, benefits, assistance, or other program activities will be determined to be de minimis if, in the sole discretion of OPM, it is determined that the number of beneficiaries of each service and/or the value of the financial assistance had minimal impact in the local area in 2020 (e.g. one beneficiary/$500 monetary value in Washington).</td>
</tr>
<tr>
<td>De minimis services, benefits, assistance, or other program activities <strong>for National/International and International Organizations</strong></td>
<td>Services, benefits, assistance, or other program activities will be determined to be de minimis if, in the sole discretion of OPM, it is determined that the number of beneficiaries of each service and/or the value of the financial assistance had minimal impact in the state or country in a given year (e.g. one beneficiary served each year from 2018-2020 in Germany).</td>
</tr>
</tbody>
</table>
CFC Application Standards: Areas of Service

CFC MEMORANDUM 2018-09
Web-based Services (1/3)

Real services for web-based service organizations may be considered if the organization provides:

1. The scope of services received by users:
   - Description(s) detailing the real services, benefits, assistance or program provided via the Internet (entered on Step 4)

2. Service logs or other records indicating the geographic distribution of users in each state or foreign country.
   - Table listing of the states and/or foreign countries of the users that benefitted from the web-based services
   - Must include the names of the individuals
   - **Example:** New Mexico: Mary Hines, John Blake, Misty Smith, and Carl Tate
     New Hampshire: Ryan Jones, Nicole Tripp, Manuel Brown
     New York: Liz Jones, Bruce Fine, Patrick Sense, Sophia Sans
     Wisconsin: Ricardo Bean, Alice Davis, Ama Miller, Will Lopes
     District of Columbia: Wilson Taylor, Evans King, Turner Reyes
     ...and so on
Web-based Services (2/3)

And two of the following:
(A) Evidence that recipients, including members of the general public, dues paying members or affiliate organizations, have registered for use of the Web site;
   **Examples:** Registration information from video conferencing service, website account registrations, student profiles for distance learning, church service online registration

(B) Summary reports that document customer feedback, through service satisfaction or utilization surveys, demonstration of two-way communications, such as an online class, or other mechanisms; or
   **Examples:** Video of archived virtual conference, training or interviews; training evaluations from Survey Monkey, Zoom or some other source, test results from online class that tested participants’ knowledge, customer feedback & complaints
Web-based Services (3/3)

(C) Documented evidence that recipients of web-based services paid a fee for the service.

*Examples:* Link to payment site and information such as the names of users and the fees paid, registry of students and private school tuition)

- The examples are not exhaustive
- Reports that reflect only the number of hits or visits to a web site are not enough to establish the provision of real services
- Step 4 of the application does not allow the entry of all documentation needed to substantiate the validity of web based services, however, OPM will contact the organization via email to request the information provided
- Organizations will have 10 calendar days to respond to the request for information
Steps 5-6: Exemption Status and IRS Determination Letter
Application Step 5: Exemption Status (1/3)

Completeness Review Check:

**Yes**  **No**

☐ ☐ Was one of the three certification statements checked?

*Only for ‘Group 2’ applications:*

If Option 2 (Group Exemption):

☐ ☐ Was a list of subordinates that are covered by the group exemption submitted? **Must be a PDF document.**

☐ ☐ Does the EIN on the Form 990 match the EIN on the current list of subordinates?
Completeness Review Check:
If Option 2 (Group Exemption); cont’d:
☐ ☐ If a church, was the published listing (such as a church directory) of 501(c)(3) organizations that are included in the group exemption or letter affirming the organization’s status as part of the group exemption held by the central organization submitted?
Application Step 5: Exemption Status (3/3)

Completeness Review Check:
If Option 3 (Chapter or Affiliate):

☐ ☐ Was a letter from the organization’s national headquarters, signed by the CEO or equivalent officer, certifying that the local organization operates as a bona-fide chapter or affiliate in good standing of the national organization submitted? *Must be a PDF document.*

☐ ☐ Does the letter state that the local organization is covered by the national organization’s 501(c)(3) status, IRS Form 990 and audited financial statements?

☐ ☐ Was the letter signed and dated on or after October 1, 2020?
Application Step 6: IRS Determination Letter

Completeness Review Check:

Yes No

☐ ☐ Was an IRS Determination Letter required?
☐ ☐ If ‘Yes’, was an IRS Determination Letter provided?
☐ ☐ Do you wish to list your organization with a DBA name?
☐ ☐ If ‘Yes’, was supporting documentation that the DBA name is recognized by a state or municipal government submitted?
☐ ☐ Is the DBA documentation still valid? (Verify the expiration date of the supporting documentation)
DISCLAIMER

To avoid potential disruptions in pledge disbursements, a CFC charity must maintain its 501(c)(3) status for the entire duration of the CFC campaign cycle, commencing with the application, through the solicitation period, and ending with the final pledge disbursement. For a charity to recover CFC funds suspended due to lost tax-exempt status, the charity must resolve the issues with the IRS by January 15 of the disbursement period. On January 16 of the disbursement period, OPM will reclassify designations as miscellaneous for purposes of the CFC if they remain suspended because the charity was unverifiable on the IRS BMF as of January 15. Donors who designated all or a portion of their pledge or payroll allotment to unverified charities will be given the option of reallocating the remaining funds to another CFC charity or cancelling the pledge.
Step 7: Revenue/Financial Statements
Completeness Review Check:

**Yes No**

- ☐ ☐ Was one of the three certification statements checked?

*Only for ‘Group 2’ applications:*

- If Option 1 (Revenue $250,000 or more):
  - ☐ ☐ Were Audited Financial Statements provided?

- If Option 2 (Revenue between $100,000 and $250,000):
  - ☐ ☐ Were Audited or Reviewed Financial Statements provided?
Completeness Review Check:
If Option 3 (Revenue less than $100,000):
Financial statements are not required

Click “Save & Go To Next Step”
Application Step 7: Revenue (3/4)

Completeness Review Check:

**Audited Financial Statements:**

**Yes No**

- [ ] Was the auditor’s report on letterhead with a signature?
- [ ] ... for fiscal period ending on or after June 30, 2019?
- [ ] ... for the same fiscal period as IRS Form 990? (See Step 8)
- [ ] ... organization name on report same as the legal name listed on Step 6 or DBA documentation?
- [ ] ... “conducted in accordance with generally accepted auditing standards” [GAAS]?
- [ ] ... funds are in conformity with “generally accepted accounting principles” [GAAP]?
- [ ] ... unqualified opinion (e.g. “In our opinion, the financial statement referred to above present fairly, in all material respects, the financial position of [organization] as of [date]”)? (See note regarding qualified opinions.)
- [ ] If it is a consolidated audit, is there a separate audited schedule on the applicant?
Completeness Review Check:

**Audited Financial Statements:**
- Yes
- No

**Reviewed Financial Statements:**
- ☐ ☐ Was the CPA’s report on letterhead with a signature?
- ☐ ☐ ... for fiscal period ending on or after June 30, 2019?
- ☐ ☐ ... for the same fiscal period as IRS Form 990? (See Step 8)
- ☐ ☐ ... organization name on report same as the legal name listed on Step 6 or DBA documentation?
- ☐ ☐ ... funds are in conformity with “generally accepted accounting principles” [GAAP]?
Step 8:
IRS Form 990 or Pro Forma Form 990
Application Step 8: IRS Form 990 (1/5)

Option 1 – Files IRS Form 990 with IRS
• Upload IRS Form 990

Option 2 – DOES NOT file IRS Form 990 with IRS.
• Upload *pro forma* IRS Form 990

*NOTE: IRS Forms 990-EZ, 990-PF, and 990-N will not be accepted by the CFC*
The *pro forma* IRS Form 990 is not a separate form. It is a partially completed IRS Form 990 that is used for CFC purposes only. The IRS Form 990 can be downloaded from the IRS Form 990 step of the CFC application.

The following sections must be completed:
- Page 1, Items A-M
- Part I (Summary), Lines 1-4 only
- Part II (Signature Block)
- Part VII (Compensation - section A only)
- Part VIII (Statement of Revenues)
- Part IX (Statement of Functional Expenses)
- Part XII (Financial Statements and Reporting)
Application Step 8: IRS Form 990 (3/5)

Completeness Review Check:

Yes No
☑☐ Was one of the two certification statements checked?
☑☐ Was an IRS Form 990 or *pro forma* IRS Form 990 provided?
☑☐ Was an *IRS Form 990-EZ, 990-PF, 990-N or a comparable form provided? If yes, your submission does not meet CFC requirements. Only the IRS Form 990 (or pro forma) is acceptable for CFC purposes.*

Is the name on the IRS Form 990 (or *pro forma* IRS Form 990) the same:
☑☐ ... the legal name on Step 6 or DBA documentation?
☑☐ ... the IRS determination letter (if submitted in Step 6)?
☑☐ ... the CPA-reviewed financial statements or audited financial statement (if submitted in Step 7)?
☑☐ Is the EIN fully visible on the IRS Form 990 (or pro forma) (e.g. not redacted or asterisks in place of the numbers)?
Application Step 8: IRS Form 990 (4/5)

Completeness Review Check:
Is the EIN (Page 1, box D) the same as the EIN listed on
☐ ☐ ... on the CFC application?
☐ ☐ ... the IRS determination letter (if submitted)?
☐ ☐ Was the fiscal period for a period ending on or after June 30, 2019?
☐ ☐ Does the IRS Form 990 (or pro forma) cover the same fiscal period as the audited or reviewed financial statements?
☐ ☐ Was the number of voting members of the governing body reported? (Part I, Line 3)
☐ ☐ Was the IRS Form 990 (or pro forma) signed and dated by an Officer of the organization? (Part II)

Organizations that file the IRS Form 990 electronically may submit a signed copy of the IRS Form 8879-EO or IRS Form 8453-EO in lieu of a signature on the IRS Form 990. The preparer’s signature alone is not sufficient.
Application Step 8: IRS Form 990 (5/5)

Completeness Review Check:

Yes No
☐ ☐ On Part VII, were Board members reported by checking either the “Individual Trustee of Director “or “Institutional Trustees” column (Column C)? Individuals reported as “Officer” or “Key Employee” are not considered trustees.

☐ ☐ For each individual reported as a trustee, was compensation information provided (Columns D-F)? If no compensation was received by a trustee, a “0” must be entered in each column.

☐ ☐ Was the Statement of Revenue (Part VIII) completed and the organization’s total revenue reported (Column A, Line 12)?

☐ ☐ Was the Statement of Functional Expenses (Part IX) completed and Management and General Expenses (Column C, Line 25) and Fundraising Expenses (Column D, Line 25) and reported?

☐ ☐ Was the Financial Statements and Reporting (Part XII) completed and the accounting method used to prepare the IRS Form 990 reported (Line 1)? Form 990 must be prepared using the accrual method of accounting (for organizations with revenues $100,000 or higher).
Steps 9-11: Fundraising Rate, Governing Body, and Verifying Statements
Application Step 9: AFR

Completeness Review Check:

Yes ☐ ☐ No ☐ ☐

☐ ☐ Was the certification statement checked?

☐ ☐ Was the correct Administrative and Fund Raising Rate (AFR) provided on the Application?

AFR Calculation = Management and General Expenses + Fundraising Expenses ÷ Total Revenue

Add the organization's Management and General Expenses and Fundraising Expenses and divide that total by the organization's Total Revenue.

Step 9: Fundraising Rate

Fill in the required fields with information from Form 990 and confirm rate.

Management & General Expenses

Fundraising Expenses

Total Revenue

Your fundraising rate is: 0%

Fundraising rate = total expenses divided by total revenue X 100

Confirm Your Fundraising Rate

☐ YES!

I certify that the administrative and fundraising rate (AFR) for the organization named in this application is the AFR Calculated from entry above. This percentage has been computed from information on the IRS Form 990 submitted with this application.

Save & Exit  Save & Go To Next Step
Application Step 10: Governing Body (1/3)

Completeness Review Check:

Yes No

☐☐ Was the certification statement checked?

☐☐ Is the number of voting members reported on Step 10 of the application the same as what was reported on the IRS Form 990 (or pro forma) submitted on Step 8?

☐☐ Is the number of trustees reported on Step 10 of the application the same as what was reported on the IRS Form 990 (or pro forma) submitted on Step 8?

☐☐ Was an explanation provided on Step 10 if the number of trustees is fewer than the number of voting members?
Application Step 10: Governing Body (2/3)
Application Step 10: Governing Body (3/3)

Form 990 (2018)  
Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization’s tax year.

- List all of the organization’s current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization’s current key employees, if any. See instructions for definition of “key employee.”
- List the organization’s five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization’s former officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

- Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

<table>
<thead>
<tr>
<th></th>
<th>Name and Title</th>
<th>Position</th>
<th>(D) Reportable Compensation from the organization (W-2/1099-MISC)</th>
<th>(E) Reportable Compensation from related organizations (W-2/1099-MISC)</th>
<th>(F) Estimated amount of other compensation from the organization and related organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Tammy Thomas</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>Keran West</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td>John Plate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td>Terry Keys</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5)</td>
<td>Miko Frost</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Application Step 11: Verifying Statements

Completeness Review Check:
Confirm that you checked “Yes!” for each of the certification statements.

Click “Save & Review Application”
Top 10 Application Mistakes
Incorrectly Applying as a Federation

No. 1: Applying as a federation with fewer than 15 member organizations
1. Not a Federation

Choose The Application Type For Your Charity

INDEPENDENT
You are a charity that operates independently, all donations are collected and fees are paid only for this charity.

BEGIN CHARITY APPLICATION

OR

MEMBER
You are a charity that operates under a federation and all donations are collected and fees are paid by this federation.

This was your choice last year.

BEGIN MEMBER APPLICATION

OR

FEDERATION
You have at least 15 member charities, collect all donations and pay all fees.

BEGIN FEDERATION APPLICATION

CFC
Combined Federal Campaign
Failing to Provide Alternate Contact Info

No. 2:

Providing only one email address on the application
2. One Email Address

Step 1: Charity Contact Information

Contact Person
Helen Hywater

Contact Title
Executive Director

Email Address(es) Use semicolons to separate multiple addresses
helen@charity.org
No. 3: Not checking the certification statement on Step 3
3. Human Health and Welfare

2021 Independent Application
TEST LOCAL IND, CFC #67414

Step 3: Human Health & Welfare Services

Check box if applicable.

☐ YES!
I certify that the organization named in this application is a human health and welfare organization providing services, benefits, or assistance to, or conducting activities affecting human health and welfare. The services, benefits, assistance, or program activities affecting human health and welfare provided in calendar year 2020 are reflected in the Area of Service submitted in the next step of this application, if applicable.

Save & Exit  Save & Go To Next Step
Discrepancy in Reporting Periods

No. 4:
Submitting financial statements and IRS Form 990 for different fiscal periods
4. Different Fiscal Periods

We have audited the accompanying consolidated financial statements of [nonprofit organization] which comprise the statements of activities for the year ended [June 30, 2016], and the related consolidated statements of activity for the year ended [June 30, 2016], and the notes to the consolidated financial statements.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America. This includes the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

This report is designed to provide the Audit Committee of the Board of Trustees with some insights into the financial statements of [nonprofit organization].
Outdated Documents

No. 5: Submitting financial statements and/or IRS Form 990 for an inappropriate fiscal period
5. Inappropriate Fiscal Period

Fiscal period must end on or after June 30, 2019.
Failed to Fully Disclose the EIN

No. 6: EIN on the IRS Form 990 is redacted/not fully visible
## 6. Redacted EIN

### From Income Tax

**Employer identification number**

<table>
<thead>
<tr>
<th>2015, and ending</th>
<th>20</th>
</tr>
</thead>
</table>

- **D** Employer identification number
  - ***-***-1234

- **Room/suite**

- **E** Telephone number

- **G** Gross receipts $
Un-signed Tax Returns

No. 7:  
IRS Form 990 not signed and dated by an officer of the organization
7. Sign and Date IRS Form 990

Pro forma IRS Forms 990 must also be signed

Should be dated on or before CFC application deadline (1/31/2021)
No. 8:  
On Part VII of the Form 990, Board members are not properly reported as trustees
8. Board Members

<table>
<thead>
<tr>
<th>Position</th>
<th>Individual trustee</th>
<th>Institutional trustee</th>
<th>Officer</th>
<th>Key employee</th>
<th>Highest compensated employee</th>
<th>Former</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

(Continued on next page)
No. 9: Compensation information left blank or not fully reported for Part VII, Columns D-F
9. “Show me the money!”

Form 990 (2015)  Page 7

Part VII  Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

A. Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization’s tax year.

- List all of the organization’s current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter “0” in columns (D), (E), and (F) if no compensation was paid.

- List all of the organization’s current key employees, if any. See instructions for definition of “key employee.”

- List the organization’s five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.

- List all of the organization’s former officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.

- List all of the organization’s former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: Individual trustees or directors; Institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

<table>
<thead>
<tr>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
<th>(D)</th>
<th>(E)</th>
<th>(F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Title</td>
<td>Average hours per week (list only hours for related organizations below contact line)</td>
<td>Position (do not check more than one box, unless person is both an officer and a director/trustee)</td>
<td>Reportable compensation from the organization (W-2/1099-MISC)</td>
<td>Reportable compensation from related organizations (W-2/1099-MISC)</td>
<td>Estimated amount of other compensation from the organization and related organizations</td>
</tr>
<tr>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td></td>
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</tr>
</tbody>
</table>
No. 10: Expenses and/or total revenue not reported and OPM cannot calculate the AFR
10. Calculating AFR

PART VIII (page 9):

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>c</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>All other revenue</td>
</tr>
<tr>
<td>e</td>
<td>Total. Add lines 11a-11d</td>
</tr>
<tr>
<td>12</td>
<td>Total revenue. See instructions.</td>
</tr>
</tbody>
</table>

PART IX (page 10):

<p>| | |</p>
<table>
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<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>d</td>
<td></td>
</tr>
<tr>
<td>e</td>
<td>All other expenses</td>
</tr>
<tr>
<td>25</td>
<td>Total functional expenses. Add lines 1 through 24e</td>
</tr>
<tr>
<td>26</td>
<td>Joint costs. Complete this line only if the organization</td>
</tr>
<tr>
<td></td>
<td>reported in column (B) joint costs from a combined</td>
</tr>
<tr>
<td></td>
<td>educational campaign and fundraising solicitation. Check</td>
</tr>
<tr>
<td></td>
<td>here □. If following SOP 98-2 (ASC 958-720)</td>
</tr>
</tbody>
</table>

Form 990 (2015)
Follow-on Tasks for the CFC Application
Completeness Review Checklist

Electronic Signature
THE SYSTEM INDICATES YOUR APPLICATION IS: ✗ INCOMPLETE

GO BACK TO YOUR APPLICATION AND REVIEW THE APPLICATION STEPS THAT ARE MARKED AS INCOMPLETE.

STOP

Download This Checklist

OPM does not conduct courtesy completeness reviews of applications. Charities are encouraged to utilize the Completeness Review Checklist to ensure that the application meets CFC eligibility requirements. Do not submit the checklist to OPM.

I have reviewed the checklist and confirm my application is ready for submission.

[Cancel] [Continue]
Sign Application

- Check “YES!”
- Enter Full Name and Title
- Enter Initials
- Click “Save Signature”
Pay Application Fee

- Click “Pay Application Fee” on Application Dashboard
- Fee is non-refundable
- Federations pay member organizations’ application fees
Application and Listing Fees

1 Tier I organizations are those that report $1 million or more in revenue on the IRS Form 990 (or pro forma IRS Form 990)

2 Tier II organizations are those that report $250 thousand or more in revenue, but less than $1 million on the IRS Form 990 (or pro forma IRS Form 990)

3 Tier III organizations are those that report less than $250 thousand in revenue on the IRS Form 990 (or pro forma IRS Form 990)

Listing fees are paid only by organizations that are approved to participate in the campaign. Organizations that do not pay the listing fee will not appear on the Charity List and donors will not be able to make pledges to the organization.
## Payment Methods

<table>
<thead>
<tr>
<th>Method</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Credit Card** | • Preferred method, and only method available for independent charities.  
• Information is entered by the charity owner online |
| **ACH Pull**  | • *Available only for federations* that have to pay large amounts exceeding typical credit card limits  
• Federation will need to ensure that they have given pre-approval to their bank so the charge will go through |
Editing the Application

- Edit Application
- Upload Documents
- View and Add Users
- Sign and Un-Sign Application
Un-Sign Application

- Must first un-sign the application
  - Click “Un-sign Application” on the dashboard
- Uncheck “YES!”
- Click “Remove Signature”
Applications can be edited even after its submitted to OPM for review as long as it is before the application deadline (1/31/2021)

No edits to the application will be accepted after the deadline
Withdrawing an Application

2021 Independent Application Dashboard

Disband or Withdraw Application

If you would like to disband or withdraw your application, please email cfc@opm.gov with your request and a brief explanation why you would like to do so.

The application fee is non-refundable.
Eligibility Determinations
Approvals: Completing Listing

All eligibility decisions will be sent via email

- Listing Fee (required)
- 256-Character Statement (required)
- N.T.E.E. Codes (up to three; one is required)
- C.A.R.E. Statements (optional, but highly encouraged)
- Volunteerism (optional)
- Disbursement Information (EFT is required)

2020 Listing Training: [https://opmdc.adobeconnect.com/pap7w01psul4/](https://opmdc.adobeconnect.com/pap7w01psul4/)

The training will be refreshed for the 2021 campaign and a new link will be provided to approved charities
Denials: Appeal Submissions

- One opportunity for appeal to the Director
- Notification from OPM with instructions on how to submit the appeal
- The appeal must be submitted via the Charity Application System
- Limited to the facts justifying approval
- No previously unavailable documents
- The appeal decision is final
Federation Applications
Process

- Federations submit the application along with the applicable fees on behalf of at least 15 member organizations and itself.
- The email addresses on the member applications should belong to representatives at the Federation.
- Member organizations should be instructed to direct questions to the federation.
- Funds will be disbursed to the federation monthly which then has the responsibility to direct funds to its members at least on a quarterly basis.
Required Documents

- Member Orgs. (Attachment A)
- Board of Directors
- IRS Determination Letter
- IRS Form 990 (or pro forma IRS Form 990)
- 2021 CFC Certification Statements
- Audited Financial Statements
Differences from Member Applications (1/2)

- **Step 2 (Application Type):**
  - Certify to the number of member organizations that individually meet the eligibility criteria

- **Step 3 (List of Member Organizations):**
  - Submit list of all eligible members:
    - Must include CFC codes (if applicable), name as it appears in the IRS Business Master File, and “Doing Business As” name (if applicable), EINs, AFRs, and physical addresses

- **Step 6 (GAAP):**
  - The audited financial statements must verify the federation is honoring designations made to each member organization by distributing a proportionate share of receipts based on donor designations to each member
Differences from Member Applications (2/2)

- **Step 9 (Governing Body):**
  - Submit a complete list of the federation’s board of directors with the beginning and end date of each board member’s current term of office and the board’s meeting dates and locations for calendar year 2020
FSYA/FSYP Applications
This certification letter must be completed annually and dated on or after January 1 of the campaign year to which the organization is applying. The letter must certify that the organization meets the following criteria:

- Be a nonprofit, tax-exempt organization that provides family service programs or youth activity programs to personnel in the Command and be a Non-Appropriated Fund Instrumentality that supports the installation MWR/FSYA/FSYP program. The activity must not receive a majority of its financial support from appropriated funds.

- Have a high degree of integrity and responsibility in the conduct of their affairs. Contributions received must be used effectively for the announced purposes of the organization.

- Be directed by the base Non-Appropriated Fund Council or an active voluntary board of directors which serves without compensation and holds regular meetings.
Base Commander Letter (2/2)

- Conduct its fiscal operations in accordance with a detailed annual budget, prepared and approved at the beginning of the fiscal year. Any significant variations from the approved budget must have prior authorization from the Non-Appropriated Fund Council or the directors. The family support and youth activities must have accounting procedures acceptable to an installation auditor and the inspector general.

- Have a policy and practice of nondiscrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin applicable to persons served by the organization.

- Prepare an annual report which includes a full description of the organization's activities and accomplishments. These reports must be made available to the public upon request.
Contact Us

For process & technical questions:

CFC Customer Care Center
support@cfccharities.org
(888)232-4935 (Toll Free)
(608)237-4935 (Local)
TTY: (800)203-8280 (Toll Free)
TTY: (608)268-7740 (Local)

For policy questions:

U.S. Office of Personnel Management
Office of CFC
cfc@opm.gov
(202)606-2564