




**CFC Memorandum 2022-02B**

**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 Federal Campaign

**Subject:** 2023 CFC Schedule of Application and Listing Fees UPDATED

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 2023 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 2023 CFC, the Charity Application System will open Thursday, December 1, 2022, to start receiving applications for participation in the 2023 campaign.

In recognition of how charities remain under financial pressure due to declining revenue and increased demand for services resulting from the 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. In addition, during 2022, OPM negotiated a new Outreach Coordinator contract with lower marketing and campaign management costs. Therefore, the 2023 fee schedule cuts Application Fees by 15 percent and Listing Fees by 10 percent. Beyond the lower fee levels, CFC also introduces new tiers for Listing Fees which create more tiers so that charities with certain lower revenue get additional relief from the 2023 fees.

The lower 2023 fees apply for organizations that submit applications by the regulatory deadline of January 31, 2023, and for listing requirements if completed by August 16, 2023. OPM encourages charities to complete applications and listing requirements by the earlier deadlines to benefit from the lower 2023 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.

### 2023 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, 2023, will be assessed fees (second column in Table 1) by their 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 2023 campaign. To accommodate those charities, the Charity Application System will accept late submissions from February 1 to February 28. Applications received during that period will be considered late and will be assessed late Application Fees (third column of Table 1). After midnight Eastern Standard Time, February 28, 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 the January 31 deadline but later wishes to add one or more member organizations to its package, 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 considered complete by the January 31 deadline.

### 2023 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 2023 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 or volunteer time pledged to organizations that do not pay the Listing Fee.

The deadline to pay the reduced fee is August 16, 2023. All charities that pay the Listing Fee by this date will appear in the online 2023 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 in the CFC Giving System and Mobile App but may not appear in local pdf files (third column of Table 2).

All 2023 CFC fees and new Tier Levels are effective as of December 1, 2022

## New 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.

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@cfcharities.org](mailto:support@cfcharities.org)



## 2023 Schedule of CFC Application Fees

**Table 1: Application Fees**

| Application Type (Organization/Membership Status)<br>Federation and Member | Regulatory<br>Deadline<br>31 Jan 2023 | Late<br>Deadline<br>28 Feb 2023 |
|--|---------------------------------------|---------------------------------|
| <b>National/International Federation</b>                                   | \$ 1,241                              | \$ 1,460                        |
| <b>National/International Member Organization</b>                          | \$ 319                                | \$ 375                          |
| <b>National/International Independent Unaffiliated Organization</b>        | \$ 434                                | \$ 510                          |
| <b>Local Federation</b>  | \$ 521                                | \$ 613                          |
| <b>Local Federation Member Organization</b>                                | \$ 208                                | \$ 245                          |
| <b>Local Independent/Unaffiliated Organization</b>                         | \$ 289                                | \$ 340                          |

- Apply early and lock in the 2023 15% Fee Reduction. Audit/990 shall be signed by the Application Deadline.
- The Late Application Fee is equal to 2022 rates.
- Applications received between February 1 and February 28, 2023, are considered late and will be assessed at the late deadline rate (third column).

## 2023 Schedule of CFC Listing Fees

(New tiers designated with an asterisk.)

**Table 2: National/International Listing Fees and New Revenue Tiers**

| National/International Listing Type by Revenue                              | Published   | Late           |
|---|-------------|----------------|
|   | Deadline16  | Deadline       |
|   | August 2023 | 30 August 2023 |
| Tier I National International (Revenue more than \$6 million)               | \$ 1,598    | \$ 1,775       |
| *Tier II National International (Revenue more than \$1 to 6 million)        | \$ 1,420    | \$ 1,500       |
| Tier III National International (Revenue more than \$00,000 to \$1 million) | \$ 459      | \$ 510         |
| *Tier IV National International (Revenue more than \$250,000 to \$500,000)  | \$ 408      | \$ 435         |
| Tier V National International (Revenue more than \$50,000 to \$250,000)     | \$ 275      | \$ 305         |
| *Tier VI National International (Revenue under \$50,000)                    | \$ 248      | \$ 288         |

**Table 3: Local Charity Listing Fees and New Revenue Tiers**

| Listing Type by Organization's Annual Revenue                               | Published   | Late        |
|---|-------------|-------------|
|   | Deadline    | Deadline    |
|   | 16 AUG 2023 | 30 AUG 2023 |
| Tier I Local Organizations (Revenue more than \$6 million)                  | \$ 653      | \$ 725      |
| *Tier II Local Organizations (Revenue more than \$1 million to \$6 million) | \$ 580      | \$ 600      |
| Tier III Local Organizations (Revenue more than \$500,000 to \$1 million)   | \$ 95       | \$ 105      |
| *Tier IV Local Organizations (Revenue more than \$250,000 to \$500,000)     | \$ 84       | \$ 95       |
| Tier V Local Organizations (Revenue more than \$50,000 to \$250,000)        | \$ 12       | \$ 14       |
| *Tier VI Local Organizations (Revenue under \$50,000)                       | \$ 10       | \$ 12       |

- Complete Listing process by August 16 and lock in a 10 percent 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 2022 fee schedule.
- New sub-tiers are for organizations in the 2022 tier with revenue below the median of 2022 applicants.
- Tier V and Tier VI corrected on November 23, 2022