



CFC MEMORANDUM 2021-04

TO: COMBINED FEDERAL CAMPAIGN (CFC) PARTICIPATING
FEDERATIONS AND ORGANIZATIONS, LOCAL FEDERAL
COORDINATING COMMITTEES, CFC CENTRAL
CAMPAIGN ADMINISTRATOR (CCA), AND CFC OUTREACH
COORDINATORS

FROM: KEITH WILLINGHAM *Keith Willingham*
DIRECTOR, COMBINED FEDERAL CAMPAIGN

SUBJECT: 2022 CFC SCHEDULE OF APPLICATION AND LISTING FEES

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 extracted from charity application, listing, and distribution fees. Via this memo, OPM is announcing the 2022 CFC Schedule of Application and Listing Fees to assist prospective applicants in preparing for the upcoming application period.

Charities have access to the online dashboard in the Charity Application System (<https://cfccharities.opm.gov>) to monitor the status of their applications, pledges received, and disbursements. This transparency allows charities to have continuous access to their results in the campaign and incoming pledges to increase budget predictability.

Per 5 CFR §950.601(a)(1), annually during a period between December and January, as determined by the Director of OPM, the program will accept applications from organizations seeking to participate in the campaign. The Charity Application System will open Wednesday, December 1, 2021, to start receiving applications for participation in the 2022 campaign.

In recognition of how charities remain under financial pressure due to declining revenue and increased demand for services resulting from the ongoing pandemic conditions, OPM is doing everything possible to control and lower costs for next year while maximizing contributions. The 2022 fees schedule maintains the 2021 rates for organizations that submit applications by the regulatory deadline of January 31, 2022, and for listing requirements if completed by the

OPM-published deadline of August 13, 2022. The application and listing fees are detailed in Tables 1 and 2. OPM will not waive the application and listing fees or accept payments beyond the late deadlines.

2022 Application Fees

Charities that submit their applications by January 31, 2022, 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, and independent organization). Once the application and fee have been submitted, documents and/or information submitted after the January 31 deadline will not be considered during the eligibility review.

In limited cases, 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 2022 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 February 28, no further late submissions will be considered.

The system will not accept applications without the required fee and the submission will not be reviewed for eligibility. The non-refundable application fee is due at the time of submission. Applications that do not include the fee will not be processed or reviewed. 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 a member organization to its package, the late fee will be assessed for the new submission. 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.

2022 Listing Fees

The listing fee is different than the fee that is paid at the time of the application submission. Application fees cover the cost of processing the submissions to determine program eligibility. Listing fees are paid only by organizations that are approved to participate and the funds are used to promote and market the charity in the campaign. All approved organizations must pay the Listing Fee to appear in the 2022 CFC Charity List and be eligible to receive monetary and volunteer pledges during the solicitation period. The Central Campaign Administrator will not accept any gifts for organizations that do not pay the listing.

The deadline to pay the listing fee at the lower 2021 rate is August 13, 2022, which is the published deadline (second column of Table 2). All charities that pay the listing fee by this date will appear in the online 2022 Charity List that will be accessible via the CFC Giving System and mobile app, and in printed charity lists still in use in select CFC local zones. If a charity misses the August 13 deadline for any reason, it may submit its listing requirements

and late fee by August 31 (third column of Table 2). Charities that complete listing requirements after the August 13 deadline will appear in the online 2022 Charity List, however, they may not appear in printed local Charity Lists.

The fee schedule for the 2022 campaign is below. OPM's Office of CFC encourages applicants to complete applications and listing requirements by the earlier deadlines to pay 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.

2022 CFC SCHEDULE OF APPLICATION AND LISTING FEES

Table 1: Application Fees

APPLICATION TYPE BY ORGANIZATION AND MEMBERSHIP STATUS	Regulatory Deadline (1/31/22)	Late Deadline (2/28/22)
	Application Fees Assessed by Date of Submission	
National/International Federation	\$1,460	\$1,700
National/International Member Organization	\$375	\$440
National/International Independent Unaffiliated Organization	\$510	\$600
Local Federation	\$613	\$725
Local Federation Member Org.	\$245	\$290
Local Independent/Unaffiliated Org.	\$340	\$400

Applications received between February 1 and February 28, 2022, are considered late and will be assessed at the late deadline rate (third column).

Table 2: Listing Fees

LISTING TYPE BY ORGANIZATION'S ANNUAL REVENUE	Published Deadline (8/13/2022)	Late Deadline (8/31/2022)
	Listing Fees Assessed by Date of Submission	
Tier I National/International Organizations	\$1,775	\$2,100
Tier II National/International Organizations	\$510	\$600
Tier III National/International Organizations	\$305	\$360
Tier I Local Organizations	\$620	\$725
Tier II Local Organizations	\$105	\$125
Tier III Local Organizations	\$14	\$20

Listing requirements received between August 14 and August 31, 2022, are considered late and will be assessed at the late deadline rate (third column).

*** All 2022 CFC fees are effective as of December 1, 2021

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) submitted with the CFC application.
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) submitted with the CFC application.
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) 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

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