



# COMBINED FEDERAL CAMPAIGN

## 2006 Application Instructions for National/International Federations

### **BACKGROUND**

Enclosed is the model application for participation by national/international federations in the Combined Federal Campaign (CFC). A federation is a group of voluntary charitable human health and welfare organizations created to supply common fundraising, administrative, and management services to its constituent members. A federation must have at least 15 member organizations, in addition to itself, that individually meet all of the CFC eligibility criteria. If your organization does not have 15 member organizations that meet the CFC eligibility criteria, it must apply as an unaffiliated organization using the unaffiliated application.

The following instructions and form are intended to assist charitable federations in applying for participation in the CFC. All aspects of the CFC, including eligibility for participation, are strictly governed by Federal regulation. Copies of current CFC regulations are available in PDF and Word formats on our website at [www.opm.gov/cfc](http://www.opm.gov/cfc). Additional copies of the application can also be downloaded from the website. The Office of Personnel Management (OPM) encourages federations to apply early.

The application deadline for national/international federations seeking national eligibility is **5:00 p.m. Eastern Standard Time, Tuesday, January 31, 2006, but applications may be sent to OPM's Office of CFC Operations as early as Thursday, December 1, 2005.** A timely application must be received by the deadline at the following address:

Office of Personnel Management  
Office of CFC Operations  
Room 5450  
1900 E Street, NW  
Washington, DC 20415

All required documents and attachments must be

complete and submitted before the application deadline. *Applicants whose applications do not contain required documents or who submit incomplete or out of date documents will not be permitted to correct their applications during the appeals process.* Federations that apply for national eligibility and are found ineligible have **only one** opportunity to appeal to the Director of OPM. The Director's decision is final for administrative purposes. Therefore, appellants should ensure that their appeals are complete and responsive to the actual reasons for the original denial decision.

*OPM suggests that national federations use the model application provided when applying to the CFC. Although not required, the submission of this form will expedite the processing of individual applications. OPM will not accept applications with modifications to any of the certification statements.*

**FAXES OR ELECTRONIC SUBMISSIONS OF APPLICATIONS ARE NOT ACCEPTED.**

### **DEFINITIONS**

**Federation** Legal name of the applicant federation. If the name of the federation is different from the name which appears on the IRS determination letter, IRS Form 990, audited financial statements, or annual report, official documentation authorizing this name change must accompany the application. The Federal Tax ID Number must be included.

**4 Digit CFC No.** The number assigned to the federation in the previous year's campaign, if applicable.

**Mailing Address** A physical mailing address must be provided -- Post Office Box addresses will not be accepted.

**Contact Person** The contact person is the individual to whom OPM will direct communications. This may be any individual in the organization.

**Contact Address** Contact Person's physical mailing address if different than the organization's address. Post Office Boxes may not be used.

**Contact Telephone** Contact Person's telephone number, if different than the organization's number.

**Fax** Contact Person's fax number.

**Contact E-Mail Address** The contact person's electronic mail address.

**Federation Website Address** List the complete Internet address of the applicant federation (no e-mail addresses).

**Certifying Official** The certifying official is the individual who has the authority to affirm that all statements in the application are accurate.

## ***INSTRUCTIONS***

**For details regarding CFC eligibility requirements for national/international organizations and federations, refer to CFC Guidance Memorandum 2004-10 on the CFC website at [www.opm.gov/cfc](http://www.opm.gov/cfc).**

**Applicants must check the box next to each certification statement to demonstrate agreement to comply with the statement and to certify that it meets the requirement. Failure to provide a check mark for each of the statements will be considered as a refusal to certify and will result in the denial of the application.**

**A New Federation Applicant** must submit, along with its own application, the complete applications of its member organizations, including each organization's administrative and fundraising rate.

**A Current Year Federation Applicant** must submit a complete application for itself as well as each **new member and each member previously denied participation in the CFC.**

### **Item 1**

**Check the one appropriate box. Include as Attachment A a listing of all member organizations, including their legal names and administrative and fundraising rates.** A national/international federation must demonstrate that it has 15 or more member organizations that individually meet the eligibility criteria for participation as national/international organizations (real services, benefits, assistance, or program activities in 15 or more different states over the three year period immediately preceding the start of the campaign application year). An international federation must demonstrate that it has 15 or more member organizations that individually meet the eligibility criteria for international organizations (real services, benefits, assistance, or program activities in a foreign country over the three-year period immediately preceding the start of the application year). For further information, please see CFC Memorandum 2004-10.

### **Item 2**

**Include as Attachment B the federation's most recent IRS determination letter.** If the name of the applicant differs on the IRS determination letter, IRS Form 990, audited financial statements, or annual report, documentation from the IRS or state government authorizing this name change must accompany the application. *Interim IRS 501(c)(3) letters with expiration dates before December 31 of the year preceding the campaign year for which the federation is applying will be accepted only with proof of application to the IRS for permanent 501(c)(3) status.*

### **Item 3**

Self-explanatory

### **Item 4**

Self-explanatory

### **Item 5**

The certifying official must verify that the federa-

tion uses the accrual method of accounting. *No other basis of accounting is acceptable under Generally Accepted Accounting Principles (GAAP). The cash basis, modified cash basis, and modified accrual basis are not acceptable methods of accounting under GAAP. Use of these other accounting methods will result in a denial.*

#### **Item 6**

**Check the appropriate box. Include as Attachment C a copy of the federation's annual audited financial statements.** Combined and consolidated financial statements are not accepted unless the applicant's financial information is reflected in a separate audited combining or consolidating schedule. *The audited financial statements must cover the fiscal period ending not more than 18 months prior to the January of the campaign year to which the federation is applying. The audited financial statements must verify that the federation is honoring designations made to each member organization. The IRS Form 990 and audited financial statements must cover the same fiscal period and be prepared using the accrual basis of accounting. If revenue and expenses on the two documents differ, these amounts must be reconciled either on the IRS Form 990, Parts IV-A and IV-B, or by the accounting firm that completed the audit in an accompanying signed statement. For further information, please see CFC Memorandum 2004-10.*

An applicant for federation status that is a newly created organization operating for less than twelve months is not required to submit audited financial statements. However, the organization must submit **unaudited** financial statements that cover the period of operation. An applicant for federation status that has been operating for at least a year, whether or not as a federation, must submit audited financial statements.

#### **Item 7**

**Include as Attachment D a copy of the most recently completed, signed IRS Form 990, including signature on page 6 in the block marked "Signature of officer." The preparer's signature alone is not sufficient.** A complete form includes all supplemental statements, if

applicable, for the applicant federation. *(A completed Form 990 is required to be eligible for the CFC even if the Internal Revenue Service does not require your federation to file the Form 990. IRS Forms 990EZ, 990PF, and comparable forms will not be accepted. However, smaller federations that file Form 990EZ may submit it with pages 1 & 2 of the Form 990 attached. The IRS Form and audited financial statements must cover the same fiscal period and be prepared using the accrual basis of accounting. If revenue and expenses on the two documents differ, these amounts must be reconciled either on the IRS Form 990, Parts IV-A and IV-B, or by the certified public accountant who completed the audit in an accompanying signed statement.)*

#### **IMPORTANT NOTES:**

**OPM prefers that applicants reconcile their revenues and expenses using page 4 of the IRS Form 990. The federation's IRS Form 990 MUST be signed by an official of the federation. For additional guidance about reconciling audited financial statements and IRS Forms 990, please refer to CFC Memorandum 2004-10.**

#### **Item 8**

Check the one appropriate box. The annual percentage for administrative and fundraising expenses is computed **only** from IRS Form 990 by adding the amount spent on "management and general" (line 14) to "fundraising" (line 15) and then dividing the resulting total by "total revenue" (line 12). No other method may be used to calculate this percentage. **If the annual percentage for administrative and fundraising expenses is greater than 25.04%, include as Attachment E an explanation of the federation's management, general and fundraising expenses and a formal plan to reduce expenses to 25% or less.** Failure to separately submit an acceptable justification and plan for reducing expenses may result in a denial.

#### **Item 9**

Include as Attachment F a complete listing of the federation's board of directors and the beginning and end dates of each individual's term of office (e.g. John Smith, 2004-2007). Attachment F must

also list the board's meeting dates and locations for the previous year.

**Item 10**

Self-explanatory

**Item 11**

Self-explanatory

**Item 12**

Self-explanatory

**Item 13**

Fill in name of state or entity.

**Item 14**

Federations receiving over 80% of revenue from government sources are not eligible to participate in the CFC. Certify only if revenue from government sources, line 1c on IRS Form 990, is 80% or less of line 12 of IRS Form 990. (Divide line 1c by line 12.) Medicare and Medicaid are not included as revenue from a government source.

**Item 15**

Self-Explanatory

**Item 16**

Self-Explanatory

**Item 17**

**Include as Attachment G a copy of the federation's most recently completed annual report.** *The annual report must cover the fiscal year ending not more than 18 months prior to January of the campaign year to which the federation is applying or the preceding calendar year. It must contain a full description of the federation's activities and supporting services during the year covered by the report and identify its directors and chief administrative personnel.*

Reproductions of annual reports that are available on an organization's website are acceptable. The annual report must be clearly marked as such on the website and must include all of the criteria outlined in the CFC regulations (describe the organization's activities and identify the board of directors and chief administrative personnel). OPM will not accept miscellaneous pages from the organization's website that provide this

information in lieu of an annual report document. A printed copy of the report must be included in the CFC application.

*Attachment G must also include details of the membership dues and/or service charges received by the federation from the charitable organizations participating as members. The information should be clearly presented to allow the general public to understand the amounts raised, the source of contributions, the costs of fundraising, and how costs are recovered from donations. Federations are required to add this information as a permanent feature of the annual report made available to the public.*

**Item 18**

Each federation and unaffiliated organization applying to participate in the CFC must, as a condition of participation, certify that it is in compliance with all statutes, Executive Orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries, entities, and individuals subject to economic sanctions administered by the U.S. Department of the Treasury's Office of Foreign Assets Control (OFAC). The programs administered by OFAC restrict or prohibit U.S. persons from engaging in transactions and dealings with targeted countries, entities, and individuals. OFAC publishes a list of Specially Designated Nationals and Blocked Persons (SDN List). The persons on the SDN List are subject to economic sanctions. The SDN List and additional information relating to the economic sanctions programs that OFAC administers are available at <http://www.treas.gov/ofac>. A link to the SDN List is available on the CFC website ([www.opm.gov/cfc](http://www.opm.gov/cfc)). For further information, please see CFC Memo 2005-13.

**IF THE FEDERATION IS ADMITTED**

If the federation is deemed eligible by OPM, it will receive an email, sent to the contact person's email address, followed by a hard copy in the U.S. mail, providing information on the federation's four-digit CFC number. The federation will also be given a Personal Identification Number and be directed to a secure website to register and verify

the federation and its member organizations' information on file with OPM. All federations, regardless of past participation must register each year. During the registration process applicants will be asked to: enter the 25-word statement that will appear in the CFC brochure; submit an address where paper checks should be sent, and; submit Electronic Funds Transfer (EFT) information if it wishes to receive funds electronically.

In addition, the federation will be asked to self-identify up to three program categories, in priority order which most closely identifies the type of mission, services, and activities provided. The corresponding letters will be printed with your organization's listing in the CFC brochure to assist donors in identifying charities by type of services provided. Categories were derived from the National Taxonomy of Exempt Entities classification system developed by the National Center for Charitable Statistics. The 26 categories are:

- A Arts, Culture, and Humanities
- B Educational Institutions & Related Activities
- C Envir. Quality, Protection & Beautification
- D Animal Related
- E Health – General and Rehabilitative
- F Mental Health, Crisis Intervention
- G Disease, Disorders, Medicinal Disciplines
- H Medical Research
- I Crime, Legal Related
- J Employment, Job Related
- K Food, Agriculture, and Nutrition
- L Housing, Shelter
- M Public Safety, Disaster Preparedness & Relief
- N Recreation, Sports, Leisure, Athletics
- O Youth Development
- P Human Services – Multipurpose and Other
- Q International, Foreign Affairs, National Security
- R Civil Rights, Social Action, Advocacy
- S Community Improvement, Capacity Building
- T Philanthropy, Voluntarism & Foundations
- U Science & Technology Research Institutes, Services
- V Social Science Research Institutes, Services
- W Public, Social Benefit: Multipurpose, Other
- X Religion Related, Spiritual Development
- Y Mutual/Membership Benefit Orgs., Other
- Z Other

### ***IF THE FEDERATION IS DENIED***

If the federation's application is denied, it will receive a certified letter stating the reason(s) for the denial. If the federation wishes to appeal the decision to the Director of OPM, it must do so within ten business days of the receipt of the letter. The appeal should be complete and respond to the reason(s) for the original denial decision.

**COMBINED FEDERAL CAMPAIGN  
2006 APPLICATION FOR  
NATIONAL/INTERNATIONAL FEDERATIONS**

Federation: \_\_\_\_\_

4 Digit CFC Number (If a participant in the last year's CFC): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*(Post Office Box addresses are not accepted and may result in automatic disqualification.)*

Telephone: ( ) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_  
*(If different from the above address -- All OPM correspondence will be sent to this address.)*

Contact Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

Federation Website Address: \_\_\_\_\_

**CERTIFYING OFFICIAL**

I, \_\_\_\_\_, am the duly appointed representative  
*(Name)*

of \_\_\_\_\_ authorized to certify and affirm all statements  
*(Federation)*  
enclosed in this application.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Typed or Printed Name)*

Date Completed \_\_\_\_\_  
*(Title)*

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**IMPORTANT:** The National List will be divided into a national/international federation section and an international federation section. The federation will be listed in the appropriate section based on the response to Item #1.

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1) Place a check in the **one** appropriate box:

**National/International Section**

I certify that the federation named in this application has 15 or more member organizations that individually meet the eligibility criteria for national/international organizations. **Include as ATTACHMENT A, a list of all member organizations that meet this requirement. The list must include each organization with its legal name in parentheses (if using a “dba”) and its administrative and fundraising rate.**

- OR -

**International Section**

I certify that the federation named in this application has 15 or more member organizations that individually meet the eligibility criteria for international organizations. **Include as ATTACHMENT A a list of all member organizations that meet this requirement. The list must include each organization with its legal name in parentheses (if using a “dba”) and its administrative and fundraising rate.**

2)  I certify that the Internal Revenue Service (IRS) recognizes the federation named in this application as one which is tax-exempt under 26 U.S.C. 501(c)(3) and to which contributions are tax deductible pursuant to 26 U.S.C. 170. **(Include a copy of the most recent IRS determination letter as ATTACHMENT B. See instructions for additional information.)**

3)  I certify that the organization named in this application either has no expenses connected with lobbying or attempting to influence voting or legislation at the local, State, or Federal level or that such expenses are within the extent permitted for organizations recognized as tax-exempt under 26 U.S.C. 501(c)(3).

4)  I certify that the federation named in this application is a human health and welfare federation providing services, benefits, or assistance to, or conducting activities affecting, human health and welfare either itself or through its member organizations.

5)  I certify that the federation named in the application accounts for its funds in accordance with generally accepted accounting principles (GAAP). **Note: The only acceptable basis of accounting under GAAP is the accrual method. Cash basis, modified cash basis and modified accrual basis are not acceptable methods of accounting under GAAP.**

6) Place a check in the **one** appropriate box:

I certify that the federation named in the application was audited in accordance with generally accepted auditing standards (GAAS) by an independent certified public accountant in the immediately preceding year. **Include a copy of the federation's most recently**

*completed audited financial statements as ATTACHMENT C. See instructions for additional information.*

**-OR-**

- I certify that the federation named in the application has been operating for less than one year and therefore is not required to submit audited financial statements. **Include as ATTACHMENT C a copy of the federation's unaudited financial statements covering the period of operation.**
- 7) **Include as ATTACHMENT D a copy of the most recently completed IRS Form 990, including signature on page 6 in the box marked "Signature of officer." The preparer's signature alone is not sufficient. (NOTE: If the Internal Revenue Service does not require your federation to file the Form 990, you must still complete one in accordance with IRS regulations to be eligible for the CFC.)**
- 8)  Place a check in *one* appropriate box:

I certify that the federation named in this application has spent 25% or less of its total support and revenue on administrative and fund-raising expenses during the year covered by its submitted IRS Form 990. The actual percentage of administrative and fund-raising expenses is \_\_\_\_%. This percentage is computed only from information on the IRS Form 990 by adding the amount spent on "management and general" (line 14) to "fundraising" (line 15) and dividing the resulting total by "total revenue" (line 12). No other method may be used to calculate this percentage. All percentages must be listed to the tenth of a percent (i.e. 10.0% or 15.5%).

**- OR -**

- I certify that the federation named in this application has spent in excess of 25% of its total support and revenue on administrative and fund-raising expenses during the year covered by its submitted IRS Form 990. The actual percentage of administrative and fundraising expenses is \_\_\_\_\_ % and this percentage is reasonable under the circumstances. (All percentages must be listed to the tenth of a percent (i.e. 10.0% or 15.5%). **Include as ATTACHMENT E an explanation of the federation's management, general and fundraising expenses and a formal plan to reduce these expenses to 25% or less of total support and revenue. Also include as ATTACHMENT E any administrative cost explanation and formal plan from the member organization.**
- 9)  I certify that an active and responsible governing body, whose members have no material conflict of interest and a majority of which serve without compensation, directs the federation named in this application. **Include as ATTACHMENT F a complete listing of the organization's board with the beginning and end date of each individual's term office. ATTACHMENT F must also list the board's meeting dates and locations for the previous year.**
- 10)  I certify that the federation named in this application prohibits the sale or lease of CFC

contributor lists.

- 11)  I certify that the federation named in this application conducts publicity and promotional activities based upon its actual program and operations, that these activities are truthful and non-deceptive, include all material facts, and make no exaggerated or misleading claims.
- 12)  I certify that the federation named in this application effectively uses the funds contributed by federal personnel for its announced purposes.
- 13)  I certify that the federation named in this application is chartered/incorporated under a governmental entity. This entity or state is \_\_\_\_\_.
- 14)  I certify that the federation named in this application has in the preceding year received no more than 80 percent of its total support and revenues from government sources. (Revenue from government sources must be computed from the IRS Form 990 by dividing line 1c by line 12.)
- 15)  I certify that all listed member organizations of the federation meet all National List eligibility criteria in 5 CFR §§950.202, 950.203, and 950.204.
- 16)  I certify that the federation named in this application does not employ, in its CFC operations, the services of private consultants, consulting firms, advertising agencies or similar business organizations to perform its policy-making or decision-making functions in the CFC.
- 17)  I certify that the federation named in this application prepares and makes available to the public an annual report that includes a full description of the federation's activities, supporting services, member fees and/or service charges, and identifies its directors/governing body and chief administrative personnel. **Include as ATTACHMENT G a copy of the most recently completed annual report.** The annual report must cover the fiscal year ending not more than 18 months prior to January of the campaign year to which the federation is applying or the preceding calendar year. A more frequently published document, such as a quarterly newsletter, may be used to meet this requirement provided that such document is available to the general public upon request and describes the organization's activities and supporting services and identifies its directors and chief administrative personnel. *Attachment G must also include details of the membership dues and/or service charges received by the federation from the charitable organizations participating as members. The information should be clearly presented to allow the general public to understand the amounts raised, the source of contributions, the costs of fundraising, and how costs are recovered from donations. Federations are required to add this information as a permanent feature of the annual report available to the public. In addition, federations are to include information about the terms of office for the officers and members of the governing board and the dates, times and places of the board's meetings over the past year.*
- 18)  I certify that the organization named in this application is in compliance with all statutes, Executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries, entities, or individuals subject to economic

sanctions administered by the U.S. Department of the Treasury's Office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to such sanctions, a list of Specially Designated Nationals and Blocked Persons subject to such sanctions, and overviews and guidelines for each such sanctions program can be found at <http://www.treas.gov/ofac>. Should any change in circumstances pertaining to this certification occur at any time, the organization will notify OPM's Office of CFC Operations immediately.

***I CERTIFY THAT I HAVE READ ALL THE CERTIFICATIONS SET FORTH IN THIS DOCUMENT AND THAT BY CHECKING THE BOX NEXT TO THE STATEMENT, I ACKNOWLEDGE AND AGREE TO COMPLY WITH THAT CERTIFICATION.***

\_\_\_\_\_  
Certifying Official's Signature & Title

\_\_\_\_\_  
Date

**NOTE:**

**Applications will not be accepted if submitted electronically or by facsimile.  
The certifying official's signature must be original.  
Automatic pens and/or signature stamps may not be used.**

**Public Burden Statement**

We think this form takes an average of 3 hours to complete, including the time for getting the needed data and reviewing both the instructions and completing the form. Send comments regarding our estimate or any other aspects of this form, including suggestions for reducing completion time to Office of Personnel Management (OPM), OPM Forms Officer, Paperwork Reduction Project (3206-0131), Washington, DC 20415-7900. The OMB number 3206-0131 is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.