



COMBINED FEDERAL CAMPAIGN

2006 Application Instructions for National/International Unaffiliated Organizations And Federation Members

BACKGROUND

Enclosed is the model application for participation by national/international unaffiliated organizations in the Combined Federal Campaign (CFC). The following instructions and form are intended to assist charitable organizations 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. Additional copies of the application can also be downloaded from the website. The Office of Personnel Management (OPM) encourages organizations to apply early.

The application deadline for unaffiliated organizations and 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

Federation members must submit their applications to the federation. Copies of these applications should not be sent to OPM.

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 ***Applicants whose applications do not contain required documents or who submit incomplete or out-of-date documents will not be permitted to correct their applications during the***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. Organizations 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 organizations use the model application provided when applying to the CFC. Although not required, 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

Organization Legal name of the applicant organization. If the name of the applicant organization differs from the name that appears on the IRS determination letter, the IRS Form 990, audited financial statements, or annual report, documentation from the IRS or state government authorizing a name change must accompany the application. The Federal Tax ID Number must be included.

4 Digit CFC No. The number assigned to the organization 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.

Telephone Organization’s telephone number.

Contact Person 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 telephone number.

Fax Contact person’s fax number.

Contact E-Mail The contact person’s electronic mail address.

Website Address List the complete Internet address of the applicant organization (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.

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.

Item 1

Check the one appropriate box. **Include Attachment A.** CFC eligibility requirements mandate

that a National/International organization demonstrate that it provided services in at least 15 different states or one foreign country over the three year period immediately preceding the start of the campaign’s application year. Simply providing a list of states or countries where an organization conducts or provides real services, benefits or program activities is not sufficient. An organization must provide a detailed description of the services and activities it provided, and the year in which those services were provided, in each state or foreign country. For further information, please see CFC Memorandum 2004-10.

Item 2

Include as Attachment B the organization’s most recent IRS determination letter. If the name of the applicant organization differs on the IRS determination letter, the 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 501(c)(3) letters with expiration dates before December 31 of the year preceding the campaign year for which the organization 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 organization 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

Include as Attachment C a copy of the organization’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 financial statements must cover the fiscal period ending not more than 18 months prior to the January of the campaign year to which the organization is applying. 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 certified public accountant who completed the audit in an accompanying signed statement. For further information, please see CFC Memorandum 2004-10.*

Item 7

Include as Attachment D a copy of the most recently completed, signed IRS Form 990, including a signature on page 6 in the block marked "Signature of officer." The preparer's signature alone is not sufficient. A complete form, including all supplemental statements and schedules, if applicable, is required to be eligible for the CFC even if the Internal Revenue Service does not require your organization to file the Form 990. IRS Forms 990EZ, 990PF, and comparable forms will not be accepted. However, smaller organizations that file Form 990EZ may submit it with pages 1 & 2 of the Form 990 attached. 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.

IMPORTANT NOTES:

OPM prefers that applicants reconcile their revenues and expenses using page 4 of the IRS Form 990. The IRS Form 990 MUST be signed on page 6 in the block marked "Signature of officer." 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 ex-

penses 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 organization'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. (All percentages must be to the tenth of a percent. For example, 10.0% or 15.5%.)

Item 9

Include as *Attachment F* a complete listing of the organization'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

Organizations 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 on the IRS Form 990. (Divide line 1c by line 12.) Medicare and Medicaid funds are not included as revenue from a government source.

Item 15

Include as Attachment G a copy of the organization'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 organization is applying or the preceding calendar year. It must contain a full description of the organization'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.

Item 16

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). For further information, please see CFC Memo 2005-13.

IF THE ORGANIZATION IS ADMITTED

If the organization 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 organization's assigned four-digit CFC number. The

organization will also be given a Personal Identification Number and be directed to a secure website to register and verify the organization's information on file with OPM. All approved organizations, 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 organization 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 service provided. Categories are derived from the National Taxonomy of Exempt Entities (NTEE) 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 ORGANIZATION IS DENIED

If your organization's application is denied, it will receive a certified letter stating the reason(s) for the denial. If the organization 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 UNAFFILIATED ORGANIZATIONS AND FEDERATION MEMBERS

(Federation members must complete this application to be kept on file by their federation.
This is an annual requirement. The application may be requested by OPM.)

Organization: _____

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: _____

Website Address: _____

CERTIFYING OFFICIAL

I, _____, am the duly appointed representative
(Name)

of _____ authorized to certify and affirm all statements
(Organization)
enclosed in this application.

(Signature)

(Typed or Printed Name)

Date Completed _____

(Title)

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

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

National/International Section

- I certify that the organization named in this application provided or conducted 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. **(Include as ATTACHMENT A, a schedule listing those states where the program activities have been provided over the last three (3) years and a detailed description of the activities, including the year in which those services were provided, in each state listed.**

- OR -

International Section

- I certify that the organization named in this application provided or conducted real services, benefits, assistance, or program activities in a foreign country over the three-year period immediately preceding the start of the campaign application year. **(Include as ATTACHMENT A, a schedule listing each country where program activities have been provided over the last three (3) years and a detailed description of the program activities, including the year in which those services were provided in each country listed.)**
- 2) I certify that the Internal Revenue Service (IRS) recognizes the organization 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 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.
- 5) I certify that the organization 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) I certify that the organization 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 organization's most recently**

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

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 organization 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 organization named in this application has spent 25% or less of its total support and revenue on administrative and fundraising expenses during the year covered by the submitted IRS Form 990. The actual percentage of administrative and fundraising expenses is ____%. This percentage has been computed 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. For example, 10.0% or 15.5%.)

- OR -

I certify that the organization named in this application has spent in excess of 25% of its total support and revenue on administrative and fundraising expenses during the year covered by the submitted IRS Form 990. The actual percentage of management, general and fundraising expenses is _____ % and this percentage is reasonable under the circumstances. (All percentages must be listed to the tenth of a percent. For example, 10.0% or 15.5%.) **Include as ATTACHMENT E an explanation of the organization's management, general, and fundraising expenses and a formal plan to reduce these expenses to 25% or less of its total support and revenues.**

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 organization named in this application. **Include as ATTACHMENT F a listing of the organization's board of directors, beginning and end dates of each member's term of office, and the board's meeting dates and locations for the previous year.**

10) I certify that the organization named in this application prohibits the sale or lease of CFC contributor lists.

11) I certify that the organization 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 organization named in this application effectively uses the funds contributed by federal personnel for its announced purposes.

13) I certify that the organization named in this application is chartered/incorporated under a

governmental entity. This entity or state is _____.

- 14) I certify that the organization 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 the organization named in this application prepares and makes available to the public an annual report that includes a full description of the organization's activities and supporting services 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.
- 16) 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 20414-7900. 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.