2020 CFC Application Training
for Independent and Member Organizations

Office of Combined Federal Campaign

Washington, DC
November 19, 2019
CFC Facts

- Established in 1961 by Executive Order
- Executive Order in 2016 allowed the CFC to solicit Retirees and volunteer pledges
- Only Government-authorized solicitation of employees in the Federal workplace
  - Raised over $8 billion
- Overseen by the U.S. Office of Personnel Management (OPM)
- Campaign starts each Fall and extends through early January
  - Disbursements begin April 1 of the following year and continues monthly for the next 11 months
Agenda

- Advisory statement
- Setting up an account
- Required documents
- Application process
- Signing, Un-Signing, Editing, Paying, etc.
- Eligibility Decisions and Appeals
Questions & Live Polling

Questions during the live training may be emailed to cfc@opm.gov.

To participate in Live Polling, go to live.voxvote.com PIN: 38395

- You can use your phone, computer or tablet
Live Poll #1

What city do you live in?
Overview of Application Process

- Online application
- Full vs verification application
- Completeness Review Checklist
- Two-part entry
  - Application
  - Listing
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.
Required Documents
## Required Documents

<table>
<thead>
<tr>
<th>Full Application</th>
<th>Verification Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certification Statements</strong></td>
<td></td>
</tr>
<tr>
<td>Areas of Service (formerly known as the Attachment A)</td>
<td></td>
</tr>
<tr>
<td>IRS Determination Letter, Group Exemption List and/or Parent Organization Verification (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Financial statements (audit or review)</td>
<td></td>
</tr>
<tr>
<td><strong>IRS Form 990 (or pro forma IRS Form 990)</strong></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>
CFC Application System
Live Poll #2/Knowledge Check

• Charities are required to submit CFC applications every year?
  ➢ True
  ➢ False
Charities are required to submit CFC applications every year? 
- True
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, all users will be taken to the “Your Charities” page
Your Charities Page

- "Your Charities" page shows a listing of charities that you can access
- Search for charities
Home Page: Main Menu
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 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>64865</td>
<td>12/01/2016</td>
<td>PENDING</td>
</tr>
</tbody>
</table>
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]
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 an Existing Charity

- Click “Request Access to Charity” from the “Your Charities” page
- Enter CFC Code or EIN
- Click “Select”
- Add a note
- Click “Submit Request”
Requesting Access to a New Charity

- Click “Request Access to Charity” to search for charity
Adding a Charity

- Search by EIN returns no results
- Click on “Add Charity Information”
Adding a Charity (cont’d)

- Enter EIN
- Enter Organization Name
- Enter Organization Address
- PO Boxes will NOT be accepted here
Adding a Charity (cont’d)

- A CFC code will be assigned
- Click “Continue”
Adding a Charity (cont’d)

Confirm Charity

- 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.

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

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

*Only federations should click on “Begin Federation Application”*
CFC Application Process
Application Process

*System will let you know when something is missing*

Step 6

You are missing following information:

**********

[Buttons: Go Back, Continue To Next Step]
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”
Only the email address for the primary contact at my organization can be entered on the CFC application?

- True
- False
Only the email address for the primary contact at my organization can be entered on the CFC application?

- False
**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)
Live Poll #4/Knowledge Check

Animal related and environmental charities cannot participate in the campaign?

- True
- False
Live Poll #4/Knowledge Check

Animal related and environmental charities cannot participate in the campaign?

- False
Application Step 3: Health & Welfare

*Completeness Review Check:*
Was the certification statement checked? **All organizations must check “Yes!” to this statement.**

*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 2019 are reflected in the Area of Service submitted in the next step of this application, if applicable.

[Save & Exit] [Save & Go To Next Step]
 Application Step 4: Schedule of Services

Local Charity

- Only required of Group 1 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

Service description includes:

- Certification of local presence
- Service address, if different
- Hours of operation
- Dedicated phone number
- A service description, to include no. of beneficiaries OR monetary value; 256 characters

**LOCAL CHARITIES SHOULD ENTER SERVICES ONLY FOR THE MOST RECENT YEAR.**
Application Step 4: Schedule of Services

National/International Charity

- Only required of Group 1 applicants
- If required, click “Add Attachments”
- Otherwise, click “Save & Go To Next Step”
Application Step 4: Schedule of Services

Service description includes:

- Certification of presence
- Service address, if different
- Hours of operation
- Dedicated phone number
- A service description; 256 characters
Application Step 4: Areas of Service

Completeness Review Check for Local Organizations in Group 1 (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: Areas of Service

Completeness Review Check for Local Organizations in Group 1 (full application):

For each service description:

☐ ☐ Was the service provided in calendar year 2019?

*LOCAL CHARITIES SHOULD ENTER ONLY 2019 SERVICES. Local services delivered in 2017 and 2018 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?
Application Step 4: Areas of Service

Completeness Review Check for National/International and International Organizations in Group 1 (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: Areas of Service

Completeness Review Check for National/International and International Organizations in Group 1 (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 (2017-2019)

Does the service description clearly state:
- ☐☐ ...who received the service?
- ☐☐ ...what the service was?
- ☐☐ ...when it was delivered?
- ☐☐ ...where it was delivered?
Application Step 4: Areas of Service

Required Documentation (2 of the 3) for Web Based Services:

- Evidence that recipients have registered for use of the website;
- Summary reports documented a customer feedback mechanism; and
- Evidence that recipients of web-based services paid a fee.

If your Areas of Service includes web based services, OPM will contact you on how to submit the required documentation.
Live Poll #5/Knowledge Check

For the service description(s), charities should enter the organization’s mission statement?

- True
- False
For the service description(s), charities should enter the organization’s mission statement?

- False
**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>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission statement</td>
<td>The service description should be of actual services provided and not the services offered and/or available.</td>
</tr>
<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 for Local Organizations</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 2019 (e.g. one beneficiary/$500 monetary value in Washington).</td>
</tr>
<tr>
<td>De minimis services, benefits, assistance, or other program activities for National/International and International Organizations</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 2017-2019 in Germany).</td>
</tr>
</tbody>
</table>
CFC Application Standards: Areas of Service

CFC MEMORANDUM 2018-09
Application Step 5: Exemption Status

Step 5: Exemption Status
Select one of three options below.

Completeness Review Check:

Yes  No
☐  ☐ Was one of the three certification statements checked?

Only for ‘Group 1’ 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?

☐  ☐ 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

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 (explicitly named in the letter) 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) tax-exemption, IRS Form 990 and audited financial statements?
- ☐ ☐ Was the letter signed and dated on or after October 1, 2019?
Application Step 6: IRS Determination Ltr.

**Step 6: IRS Determination Letter**

☐ **YES!**
I certify that the Internal Revenue Service (IRS) recognizes the organization named in this application as tax-exempt under 26 U.S.C. 501(c)(3) and to which contributions are tax deductible pursuant to 26 U.S.C. 170(c)(2).

**UPLOAD DOCUMENT**
Attach a copy of the most recent IRS determination letter.

[Choose File] No file chosen

Your EIN was found in the IRS Master File. You do not need to provide your IRS Determination Letter with your application. For listing purposes and review of your information, you may provide a DBA Name.

**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 requested DBA name entered exactly as it appears on the supporting documentation?

**Listing Name**

**DBA Name (IRS BMF Name)**
Organizations operating under a group exemption are required to submit a current list of subordinates, with EINs, that are covered by the group exemption. Organizations that are chapters or affiliates operating under a national organization must submit a letter from the national headquarters. See instructions on Step 5 for additional information on requirements that must be included in the documentation.

DBA Name: Charity DBA Name
IRS Name: Charity IRS Name

Upload state letter authorizing DBA
[Choose File] No file chosen

---

Save & Exit  Save & Go To Next Step
Live Poll #6/Knowledge Check

My organization can submit reviewed financial statements?

- True
- False
- It depends
Live Poll #6/Knowledge Check

My organization can submit reviewed financial statements?

➢ It depends
Application Step 7: Revenue

Completeness Review Check:

Yes No

☐ ☐ Was one of the three certification statements checked?

Only for ‘Group 1’ 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 Financial Statements provided

☐ ☐ Were Reviewed Financial Statements provided?
Application Step 7: Revenue

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

Completeness Review Check:
**Audited Financial Statements:**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</tbody>
</table>

**Reviewed Financial Statements:**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tr>
<td>☐</td>
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</tr>
</tbody>
</table>
| ☐ | ☐ | ... funds are in conformity with “generally accepted accounting principles” [GAAP]?
Live Poll #7/Knowledge Check

My organization is not required to submit an IRS Form 990 to the IRS which means we are not required to submit one to the CFC?

- True
- False
Live Poll #7/Knowledge Check

My organization is not required to submit an IRS Form 990 to the IRS which means we are not required to submit one to the CFC?

- False
Application Step 8: IRS Form 990

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 do not qualify for Option 1
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); and Part XII (Financial Statements and Reporting)
Application Step 8: IRS Form 990

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 as the name listed on
☐ ☐ ... the CFC application 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)?

Is the EIN (Page 1, box D) the same as the EIN listed on
☐ ☐ ... CFC application and/or the IRS determination letter (if submitted)?
☐ ☐ ... the IRS determination letter (if submitted)?
☐ ☐ Was the fiscal period for a period ending on or after June 30, 2018?
☐ ☐ Does the IRS Form 990 (or pro forma) cover the same fiscal period as the audited or reviewed financial statements?
Application Step 8: IRS Form 990

Completeness Review Check:

Yes No

☐ ☐ 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.

☐ ☐ 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)? The IRS Form 990 must be prepared using the accrual method of accounting (for organizations with revenues $100,000 or higher).
Live Poll #8/Knowledge Check

My organization does not include in-kind donations in its calculation of the administrative rate. OPM will accept this calculation.

- True
- False
Live Poll #8/Knowledge Check

My organization does not include in-kind donations in its calculation of the administrative rate. OPM will accept this calculation.

- False
Completeness Review Check:

- [ ] [ ] Was the certification statement checked?
- [ ] [ ] Was the correct Administrative and Fund Raising Rate (AFR) provided on the Application? Use the Administrative and Fund Raising Rate Worksheet to calculate the AFR.

AFR Calculation: Management & General Exp. Part IX, col. (C), line 25 + Fundraising Exp. Part IX, col. (D), line 25/Total Revenue Part VIII, col. (A), line 12

Step 9: Fundraising Rate

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

Your fundraising rate is: 0%

Fundraising rate = total expenses divided by total revenue X 100

Confirm Your Fundraising Rate

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.
Live Poll #9/Knowledge Check

My organization can count officers listed on the IRS Form 990 as trustees.

- True
- False
Live Poll #9/Knowledge Check

My organization can count officers listed on the IRS Form 990 as trustees.

- False
Application Step 10: Governing Body

Completeness Review Check:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ☐</td>
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</tbody>
</table>
Application Step 10: Governing Body

Form 990

Return of Organization Exempt From Income Tax

Department of the Treasury
Internal Revenue Service

For the 2018 calendar year, or tax year beginning, 2015, and ending, 2019

B. Check if applicable:
   - Name of organization
   - Doing business as
     - Number and street (or P.O. box if mail is not delivered to street address)
     - Room/suite
     - City or town, state or province, country, and ZIP or foreign postal code

D. Employer Identification number

E. Telephone number

G. Name and address of principal officer:

H(a). Is this a group return for subsidiaries? Yes No
H(b). Are all subordinates included? Yes No

If "No," attach a list. (see instructions)

J. Website:

K. Form of organization: Corporation Trust Association Other

L. Year of formation:

M. State of legal domicile:

Part I Summary

1. Briefly describe the organization’s mission or most significant activities:

2. Check this box □ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3. Number of voting members of the governing body (Part VI, line 1a)

4. Number of independent voting members of the governing body (Part VI, line 1b)

5. Total number of individuals employed in calendar year 2018 (Part V, line 2a)

6. Total number of volunteers (estimate if necessary)

7. Total unrelated business revenue from Part VIII, column (C), line 12

8. Net unrelated business taxable income from Form 990-T, line 38

Activities & Governance

Revenue

Prior Year Current Year

8. Contributions and grants (Part VIII, line 1h)

9. Program service revenue (Part VIII, line 2g)

10. Investment income (Part VIII, column (A), lines 3, 4, and 7d)

11. Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)

12. Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)
Application Step 10: Governing Body

<table>
<thead>
<tr>
<th>(A) Name and Title</th>
<th>(B) Average hours per week</th>
<th>(C) 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>Tammy Thomas</td>
<td>1</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Keron West</td>
<td>1</td>
<td></td>
<td>$0</td>
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</tr>
<tr>
<td>John Plate</td>
<td>1</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Terry Keys</td>
<td>1</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Miko Frost</td>
<td>1</td>
<td></td>
<td>$0</td>
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</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”
Follow-on Tasks for the CFC Application
Application Dashboard

- Edit Application
- Upload Documents
- View and Add Users
- Sign and Un-Sign Application
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
The application fee is the only fee required to participate in the CFC.

- True
- False
Live Poll #10/Knowledge Check

The application fee is the only fee required to participate in the CFC.

➢ False
## Application and Listing Fees

### APPLICATION FEES
- Nat’l/Int’l Federation: $1,587
- Nat’l/Int’l Federation Members: $407
- Nat’l/Int’l Independent Org.: $553
- Local Federation: $666
- Local Federation Members: $263
- Local Independent Org.: $365

### LISTING FEES

<table>
<thead>
<tr>
<th>Tier</th>
<th>Nat’l/Int’l Organizations</th>
<th>Local Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>$1,930</td>
<td>$673</td>
</tr>
<tr>
<td>II</td>
<td>$554</td>
<td>$114</td>
</tr>
<tr>
<td>III</td>
<td>$328</td>
<td>$15</td>
</tr>
</tbody>
</table>

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.

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)
## Payment Methods

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

- Click “Un-sign Application” on Application Dashboard
- Re-check “YES!”
- Enter Full Name and Title
- Enter Initials
- Click “Remove Signature”
Applications can be edited even after it is submitted to OPM for review as long as it is before the application deadline.
# Charity Home Screen

**Test Local Ind**
CFC #29020 | EIN: 985678456

**Status:** ACTIVE

## Application

<table>
<thead>
<tr>
<th>Campaign year</th>
<th>Type</th>
<th>Status</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Independent</td>
<td>In Progress</td>
<td><img src="#" alt="View Details" /></td>
</tr>
</tbody>
</table>

## Listing

<table>
<thead>
<tr>
<th>Campaign year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Listing Added/Unpaid</td>
</tr>
</tbody>
</table>

## Pledges

<table>
<thead>
<tr>
<th>Campaign year</th>
<th>Total Pledges</th>
<th>Number of Pledges</th>
<th>Details</th>
</tr>
</thead>
</table>

## Donations Received

<table>
<thead>
<tr>
<th>Campaign year</th>
<th>Total Donations</th>
<th>Link</th>
</tr>
</thead>
</table>
Withdrawing an Application

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.
CFC Eligibility Decisions
Review Process: If Approved

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)
Review Process: If Denied

- 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
Common CFC Application Mistakes

https://www.youtube.com/watch?v=DCZxf_LApEl&list=PLuzWeT0b0ErDuf0bMjQJ2MXVnVAVnekki&index=12
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