



## COMBINED FEDERAL CAMPAIGN OF THE NATIONAL CAPITAL AREA 2012 Application Instructions for Local Military Organizations

### **BACKGROUND**

Enclosed is the application for use by local military organizations applying to participate in the Combined Federal Campaign of the National Capital Area (CFCNCA). The following instructions and forms are intended to assist military organizations in applying for participation in the CFCNCA. All aspects of the CFC, including eligibility for participation, are strictly governed by Federal regulation. The current CFC regulations can be viewed on OPM website at [www.opm.gov/cfc](http://www.opm.gov/cfc).

All required documents and attachments must be complete and submitted before the application deadline each year. ***The CFC will not accept late applications. It is the applicant's responsibility to submit its application and information by the scheduled deadline. Requests for consideration after the deadline will not be considered.***

***Documents that did not exist at the time of the application deadline will not be accepted during the appeals process.*** Organizations that apply for local eligibility and are found ineligible will have an opportunity to appeal to the Local Federal Coordinating Committee (LFCC) for reconsideration. If found ineligible on appeal by the LFCC, the organization may appeal the LFCC's decision to the Director of the Office of Personnel Management (OPM). The Director's decision is final for administrative purposes. Appellants should ensure that their appeals are complete and responsive to the actual reasons for the LFCC denial decision.

The LFCC determines the application deadline for organizations seeking local eligibility. The deadline for federations and members is **January 12, 2012**. The deadline for local independent charities and military charities is **January 31, 2012**. Consult [www.cfcnca.org/charties](http://www.cfcnca.org/charties) for other information and workshops related to completing a 2012 application.

Because a local electronically assisted application form is available for charities wanting to participate in CFCNCA, OPM suggests that organizations use the local application not the national model form.

***CFCNCA will not accept application forms with modifications to any of the certification statements.***

In order to determine whether an organization may participate in the campaign, the LFCC may request evidence of corrective action regarding any prior violation of regulation or directive, sanction, or penalty, as appropriate. The LFCC will decide whether the organization has demonstrated, to the LFCC's satisfaction, that the organization has taken appropriate corrective action. Failure to demonstrate satisfactory corrective action or to respond to the LFCC's request for information within 10 business days of the date of the request may result in a recommendation to OPM that the organization will not be included in the Charity List. The Director's decision will be communicated in writing to the organization.

**FAXES OR ELECTRONIC SUBMISSIONS OF APPLICATIONS ARE NOT ACCEPTED. EVERY APPLICATION INCLUDING FORMS FROM FEDERATION MEMBERS MUST HAVE ORIGINAL SIGNATURES TO CFCNCA WHEN APPLYING.**

## ***DEFINITIONS***

**Employer Identification Number (EIN)** The nine-digit EIN assigned to the organization by the IRS and appearing on the IRS Form 990 submitted with this application.

**5 Digit CFC Number** The 5 digit number assigned to the organization by the CFC. Organizations that did not previously participate in the CFC should leave this field blank.

**Organization Address** A physical street address must be provided - Post Office Box addresses will not be accepted. This is the administrative office address that will be used to assign a 5-digit CFC code.

Check the box below the address to denote that it is different from the address submitted with the 2011 CFC application.

**Service Office Address** The location where services are provided (if different from the Organization Address).

**Telephone** Organization's telephone number.

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

**Contact Title** Self-explanatory

**Contact Address** Contact person's mailing address if different than the organization's address. Post Office Boxes may be used. Participation decision letters and other CFC communications will be sent to the contact person at this address.

**Contact Telephone** Contact person's telephone number, if different than the organization's tele-phone number.

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

**Contact E-Mail Address(es)** Contact person's electronic mail address. Applicants are encouraged to provide more than one email address.

**Website Address** List the complete Internet address of the applicant organization (no e-mail addresses). This information is required, if the organization has an Internet address.

**Disbursement Address** List the address where paper checks will be sent, if different from mailing address. Post office boxes may be used for the disbursement address.

**Electronic Funds Transfer (EFT) Information** List the Routing and Account numbers, along with the name of the financial institution, where funds should be disbursed. This is an optional method for receipt of CFC contributions. NOTE: Some campaigns may elect not to disburse funds electronically.

## ***INSTRUCTIONS***

**For details regarding CFC eligibility requirements for military organizations, refer to CFC regulations at 5 CFR § 950.204 (c), (d) and OPM CFC Memorandum 2011-01 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 a refusal to certify and will result in the denial of the application.

### **Item 1**

Each FSYA applying to participate in the CFCNCA 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.

### **Item 2**

**Include as *Attachment A* a copy of the letter from the commanding officer of the military installation certifying that the organization meets the criteria in 5 C.F.R. §950.20 (c), (d).**

This certification letter must be completed annually and dated on or after January 1 of the campaign year to which the organization is applying. **THE LETTER MUST CERTIFY THAT THE ORGANIZATION IS A "NON-APPROPRIATED FUND INSTRUMENTALITY THAT SUPPORTS THE INSTALLATION MWR/FSYA PROGRAM."** Additionally:

- The organization is a nonprofit, tax-exempt organization that provides family service programs or youth activity programs to personnel in the Command or in the Federal facility where the organization is located. The activity does not receive a majority of its financial support from appropriated funds.
- The organization has a high degree of integrity and responsibility in the conduct of its affairs. Contributions received are used effectively for the announced purposes of the organization.
- The organization is directed by the base Non-Appropriated Fund Council or an active voluntary board of directors which serves without compensation and holds regular meetings.
- The organization conducts its fiscal operations in accordance with a detailed annual budget, prepared and approved at the beginning of the fiscal year. Any significant variations from the approved budget must have prior authorization from the Non-Appropriated Fund Council or the directors. The family support and youth activities must have accounting procedures available to an installation auditor and the inspector general.

- The organization has a policy and practice of nondiscrimination on the basis of race, color, religion, sex or national origin applicable to persons served by the organization.
- The organization prepares an annual report which includes a full description of the organization's activities and accomplishments. These reports are made available to the public upon request.

### Item 3

**Include as Attachment B, a statement in 25 words or less that describes the organization's program activities.** The statement should not repeat the organization's name. The organization must also provide the legal name as registered with the IRS if the organization does business under a different name. All organizations must include their IRS Employee Identification Number (EIN) regardless of whether or not they are operating under a "dba" ("doing business as"). The organization must also include a telephone number that can be reached from any location in the U.S. and the organization's administrative and fundraising rate. The legal name, telephone number, EIN, taxonomy codes (see below), and administrative and fundraising rate will NOT count as part of the 25-word statement. An Internet address where information on the organization can be obtained may be included and will not count toward the 25 words. OPM will not be responsible for incorrect Internet addresses. E-mail addresses are not accepted.

**Taxonomy Codes** Each organization can identify up to three categories, in priority order, which most closely identify the type of mission, services, and activities provided. The corresponding letters will be printed in your organization's listing in the CFC charity list (see example below) 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

Special design text used to draw attention to an organization title, such as special fonts, capitalization, quotations, and underlining, are not accepted. **Any statement that uses special features, or exceeds 25 words will be edited by the LFCC.** Organizations will be listed by their legal IRS recognized name as it appears on the IRS determination letter only unless the appropriate legal documentation permitting otherwise is provided with the application. See Item 2. The format is as follows:

**0000 Name of Organization** (legal name of organization, if applicable) (202) 555-1234 www.opm.gov/cfc EIN#12-3456789 The description will contain no more than 25 words. It should be worded so the donor understands the program services provided. 0.0% B,V,O

**Local CFCNCA applications must be sent to:**

**Combined Federal Campaign of the National Capital Area  
750 17<sup>th</sup> Street, NW, Suite 200  
Washington, DC 20006**

**Federation and federation member charities applications are due January 12, 2012  
Local Independent charity and military charity applications are due January 31, 2012**

**Do not send local applications to the Office of Personnel Management**

**Do not send applications to members of the Local Federal Coordinating Committee**

**Do not send applications to the Principal Combined Fund headquarters offices at Global Impact**

**REQUIRED ATTACHMENTS (failure to provide any of these documents may result in a denial)**

- ✓ **Attachment A –Letter from Base Commander**
- ✓ **Attachment B – 25-word statement**