



Community Shares Recertification 2012 User Guide

Thank you for your membership with Community Shares of Colorado! We are proud to represent you in workplace giving campaigns across the state.

The purpose of recertification is to confirm that Community Shares member agencies meet the requirements set by the City, State, and Federal governments to participate in their respective giving campaigns. These local campaigns generate more than \$7M in giving annually.

As your federation representative, you are able to send one set of documents to Community Shares which we use to prepare your application to participate in all seven local public sector giving campaigns. Rather than having you prepare a separate application - with different requirements - for each giving campaign, we have combined the needs of all of our campaigns into one annual documentation request from you which we use to promote your participation in 180+ workplace giving campaigns.

This User Guide includes detailed instructions, examples, and an explanation of how each document is used to complete a successful application. The recertification is divided into three sections. You can jump to any section by using the bookmark function of Adobe.

Section 1: General Forms and Required Signatures

This section includes forms that should require minimal research to complete. The majority of the forms in this section require updating contact information, checking or initialing boxes, and getting the signature of your Executive Director or an approved representative. Whenever possible, we have framed the information required to mirror the format of the Colorado Common Grant in the hopes you can copy and paste from a recent grant application.

Section 2: Statement of Local Presence and CFC Application

This section includes items that ask you to present information about your nonprofit in a very specific format. Your statement of local presence is the pivotal piece of your packet because it is the only element that is subject to interpretation if your packet is audited. Please complete this section carefully because our staff dedicates an inordinate amount of time asking people to complete these three items again according to the instructions. Also, the most likely reason nonprofit campaign applications are rejected during the audit is because of mistakes on these three elements.

Section 3: Required Attachments

This section requests attachments that should not require any modification or formatting. Please be sure that you read the requirements for each attachment carefully so you send in correct, completed information. These attachments are reviewed by others so there isn't room for shortcuts or 80% correct. If you have a hard time locating any of these attachments, we encourage you to create an electronic file or folder to make your work easier next year.

Additional Reference: Full Combined Federal Campaign (CFC) application instructions.

Contact Community Shares:

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Denver, Colorado 80202

renew@cshares.org

303.861.7507

Section 1: General Forms and Required Signatures

Pages 3-10 of the Recertification Packet

2012 Membership Renewal Application, Page 3: We use this form to update your contact information for the year for our records and marketing materials. Please be sure to contact us during the year if your primary contact, address, phone number, or website changes.

2012 CSC Membership Agreement, Page 4: We ask our members to annually affirm their membership status and acknowledge awareness of general participation requirements. The full CSC Membership Policies referenced are available for review on our website at <http://www.cshares.org/forms>. Please have your Executive Director or CEO sign this agreement.

2011 Membership Participation Report, Page 5: As a cooperative fund, we ask our members to assist our promotion of the giving campaign to keep our costs low. Every nonprofit is asked to complete 15 participation units annually. This report is for your activities in the previous calendar year. You can download a report for 2012 on our website at www.cshares.org/forms if you would like to track your participation throughout the year rather than at the end.

2012 Membership Excellence Standards, Pages 6-7: As part of our 2010 Strategic Vision, we created Member Excellence Standards to encourage our members to increase their focus on governance, use of technology, communication with constituents, and staff talent retention. We use these results to choose the topic areas for the free trainings provided in our Summer Seminar Series. We also report on these results to funders and track changes from year to year. Please take a few minutes to help us on this priority area.

CCC and DECC Memorandum of Compliance, Page 8- 9:

The Colorado Combined Campaign (CCC) and Denver Employees' Combined Campaign (DECC) have specific policies related to participation eligibility, campaign operations, use of funds, and contact with donors. The Memorandum of Compliance lists those requirements in one easy document. Please read, initial each statement, sign, and date.

Nondiscrimination Policy for DECC, Page 10: Certify that your organization's policies meet the nondiscrimination standard of the Denver Municipal Code. Even if your nondiscrimination policy goes beyond these requirements, we ask that you submit this certification to ease our administrative burden. Please read, verify your nondiscrimination policy includes the populations included in the municipal code, sign, and date.

Please note we have substituted "gender expression" in place of "gender variance" which is used in the municipal code. The terminology "gender expression", "gender identity", or "gender variance" will all meet the requirement for DECC participation. If your nondiscrimination policy includes "gender variance", we encourage you to change to "gender expression" which is more positive and inclusive. Please feel free to call our office at 303.861.7507 with any questions.

Section 2: Statement of Local Presence and CFC Application

Pages 11 - 18 of the Recertification Packet

Statement of Local Presence, Page 11

Be advised that this is a critical document that campaign auditors review to determine your eligibility. Because it is so important, we will send this document to you until it is completed according to the instructions. Although we label it "Attachment A" for the CFC application, we also use it to submit your application to the City and State campaigns. Therefore, all nonprofits must complete this document although we will especially scrutinize the statement if we will be certifying your organization for the CFC.

Please see <http://www.cshares.org/recertification> for an example of a successfully completed Statement of Local Presence.

Geographic Area: Answer this specifically, noting the counties you serve and number or percentage of clients/customers you serve in those counties. You must be "on the ground" in the county with face to face contact with people; 1-800 numbers and web resources do not meet the standard of geographic presence unless you have usage analytics that show the location users.

INCORRECT: "Most services are in Metro Denver and all Coloradans have access to our online resource library."

CORRECT: "80% of the 6,800 people we served in 2011 lived in Denver, Jefferson, Adams, Arapahoe, Broomfield, and Douglas counties. We also held weekend education forums in 2011 in El Paso, Larimer, and Boulder counties attended by 800 community members."

Population served: This may include but is not limited to breakdowns of age, ethnicity, race, sex, economic stratum, or more specific factors.

INCORRECT: "We serve all Coloradans."

CORRECT: "Of the 6800 people we served in 2011, 95% were below the poverty line and 65% were referred by their local department of human services. While our services provide for entire families, 75% of the time an adult woman serves as our primary point of contact. Including all members of the family, 37% of our recipients self-identified as Latino / Hispanic / Chicano, 25% self-identified as White / Caucasian, 17% self-identified as Black / African American, 4% identified as Asian, and 14% self-identified as 'other' or chose not to respond."

Program and services: This is the pivotal element of your packet. Please follow these four instructions carefully!

Instruction 1: Complete this document for calendar year 2011 programs and service outcomes only. Do not include information about work before 2011 or any future plans. This section is only accepted as sufficient if it details delivered program services in 2011. Use the phrase, "In 2011..." often and much.

Instruction 2: When your packet is evaluated, the auditor will be looking for specific numbers of people served. It is not enough to say you "offer" a service; you must state how many people used the service and the results.

INCORRECT: "We offer a 24 hour 1-800 helpline for reporting domestic violence."

CORRECT: "In 2011 we received more than 4,500 calls on our 1-800 helpline for reporting domestic violence. Nearly 30% of those calls were received between 9pm and 7am when we are the only local, live helpline available in Adams County."

Instruction 3: Providing an abundance of information does not successfully supplement an incorrect statement. Many of our groups submit a general brochure listing services offered or available. Without an accompanying statement of the number of people who utilized the programs in 2011, the brochure is meaningless to the auditor. Providing additional program descriptions does not meet the requirement of reporting program usage. Crafting a correct, concise statement is more efficient than sending us marketing materials that we cannot use.

Instruction 4: Environmental, animal welfare, arts and media, and social justice groups need to take particular care in how document is framed. You must focus on the people specifically impacted by your work. Statements such as, "all Coloradans benefit from our work because we help the environment" are immediately red flagged as not addressing the question. Focus on the dates, locations, and attendance numbers of convenings such as trainings, education seminars, and community organizing. If you have usage numbers (e.g., number of radio listeners, hikers, community organizing volunteers) these should also be highlighted. If you work with animal adoption, simply rephrase to focus on the human side of your work. (e.g., 2,568 families added pets to their home in 2011 through our mobile adoption service.) If you need an example of a successful statement by another nonprofit in your service area, please email renew@cshares.org.

INCORRECT: "All Coloradans benefit from the improved air of the trees we plant."

CORRECT: "We partnered with 4,200 individuals and 52 businesses to plant 10,600 trees in 2011. 65% of the trees planted were located in public parks and greenbelts in Denver County. We partnered with families and neighborhood associations to plant an additional 840 trees at private residences with household incomes below 50% of the county's median average income."

Combined Federal Campaign Application, Pages 12 - 17

About 85% of our nonprofits qualify for the Combined Federal Campaign. If you are not sure whether or not you are eligible, email renew@cshares.org. The most common reasons an organization is not CFC eligible are:

- You have more than \$100,000 in revenue but do not conduct an annual audit
- Your organization participates in the national campaign rather than local; typically this means you have a national arm that collects and distributes the donations from the CFC

The CFC application itself is easy to complete if you read and follow the instructions. See <http://www.cshares.org/recertification> for a completed and correct example of a CFC application. Please be certain that you have checked one appropriate box for each certification and your signature is included.

Here are some tips for areas that can cause confusion:

Question 1: Yes, there are two copies of the first page of the application!

Explanation: The CFC has five regional campaigns in the state of Colorado and all member organizations are eligible to participate in multiple regions. The CFC policy is nonprofits can participate in their local region (where your home office is located) and any CFC campaigns that are adjacent to that campaign. In Colorado, all five campaigns are contiguous to the Metro Denver campaign which means all eligible organizations can participate in multiple campaigns. If you are located in Metro Denver, you are eligible for all five campaigns. If you are located in one of the other four campaign regions you will be eligible for 1-3 additional campaigns depending upon your location. We'll take care of that for you.

Community Shares will submit your organization to all CFC regions where you are eligible. However, in the application to the CFC region where your home office is located we must submit page one marked "local" and in the other campaigns we must submit you as an "adjacent" participant. Therefore, you need to submit two copies of the first page of the CFC application.

Copy One: This will have the first box of Question #1 marked indicating the organization has a “substantial local presence in the geographical area covered by the **local campaign**.”

Copy Two: This will have the second box of Question #1 marked indicating the organization has a “substantial local presence in the geographical area covered by an **adjacent local campaign**.”

You must complete the other information on both copies of page one including address, hours of operation, phone number, and county and state where you are located.

Community Shares will use these two copies of your application to successfully submit you to as many campaigns as possible.

Statewide Presence: If you want to apply for Statewide Presence after reviewing the CFC’s stringent requirements, please contact Yolanda at 303.861.7507 or renew@cshares.org to discuss the process. Very few nonprofits meet this standard. We have also found that groups that insist on applying as statewide are often rejected in their local campaign because they don’t meet the standard. In an abundance of caution, we prefer to submit groups as “local” or “adjacent” and only submit your statewide certification where absolutely necessary.

Question 7: The CFC uses a specific formula to determine your administrative and fundraising rate. This is a non-negotiable and you must use their criteria.

This percentage is computed from the IRS Form 990 submitted with this application. No other methods may be used to calculate this percentage. All percentages must be listed to the tenth of a percent (e.g. 15.7%).

Add the amount in Part IX (Statement of Functional Expenses), Line 25, Column C (Management and General Expenses) to the amount in Line 25, Column D (Fundraising Expenses), and divide the sum by Part VIII (Statement of Revenue), Line 12, Column A (Total Revenue).

Step 1 is located on page 10 of your IRS 990:
Part IX Line 25 Column C + Line 25 Column D
Example: \$94,412 + \$93,897 = \$188,309

Step 2 is located on page 9 of your IRS 990:
Divide the number from Step 1 by Part VIII Line 12 Column A
Example: \$188,309 / \$1,788,277 = 10.5%

ATTACHMENT E, Page 18

This attachment determines how your organization will be promoted in CFC materials.

AFR %: You must use the formula required by the CFC detailed in Question 7 above.

Taxonomy Codes: CFCs are beginning to use searchable databases so donors can look up organizations by focus area. We encourage you to choose three codes to increase your likelihood to show up in search results. Please list in order of most relevant to least relevant.

Section 3: Required Attachments

Page 19 of the Recertification Packet

Current Budget: A copy of your organization's current budget for 2012.

Board Minutes: A copy of the minutes from the Board of Directors meeting approving said budget. A requirement of the CCC is that the budget must be board-approved; including the board minutes demonstrates your organization meets the requirement.

IRS 990: A copy of your organization's **IRS 990 dated June 30, 2010 FYE or more recent.** Please make sure it includes all attachments and statements. Your 990 must include the following:

- A completed list of board members and officers in Part VII
- That list must indicate officers are not compensated by stating "\$0" or "none"
- All requested supplemental Statements and Schedules
- The signature of your CEO or a board member listed inside the 990
- NOTE for CFC: Audited financial statements and IRS Form 990 must be prepared using the accrual method accounting and cover the same fiscal period
- If you have a DBA, please note that your legal name must match your 990
- NOTE for the CFC: If you did not file a long form you must complete and submit a Pro Forma IRS Form 990. IRS Forms 990EZ or 990PF will not be accepted by the CFC. The following sections of the Pro Forma must be completed: **Part I (Summary and Part II, Signature Block), Part VII (Compensation sections A and B), Part VII (Statement of Revenues), Part IX (Statement of Functional Expenses), and Part XI (Financial Statements and Report).**

Financial Statements: Audit, Review, or Financial Statements dated **June 30, 2010 FYE or more recent.** Your financial statements must be same fiscal year as the IRS 990 you submit. The audit must:

- Be on company letterhead
- Signed by the auditor/company
- Indicate if GAAP or GAAS methods were used

Board of Directors: A copy of your current (2011/2012) Board of Directors with names, terms (year-year), city/state or residence and businesses of employment. If your board list includes street addresses, you do not need to remove them. The board list is not made public and is used to verify you have an independent board of directors that meets locally.

Example:

Jane Philanthropist (2010 - 2012)
Wells Fargo
Denver, Colorado

IRS Determination Letter: Your IRS determination letter must be dated within the last five years. Call the IRS at (877) 829-5500 to request a new letter.

Note: Remember to provide DBA Documentation if there is a variation from your organization name as listed on your Determination Letter (compared to your 990, Financial Statements or application).

Annual Report: Dated **June 30, 2010 FYE or more recent.** This report must be made available to the public and include: "A full description of activities and supporting services, including types or methods of solicitation for contributions; names and addresses of chief administrative personnel; names and addresses of all board of directors; a full disclosure of the sources and uses of contributions, including total revenue, administrative expenses, fund-raising expenses and total expenses; the percentage of total expenses which is not used for direct services; and the total budget."

- If your annual report does not contain all of the information listed above, please include attachments listing required information.

Community Shares will collect the following on your behalf:

- **Current Certificate of Good Standing:** We will notify you if your status is not currently “good”.
- **Colorado Nonprofit Charitable Solicitation status:** Community Shares will look up your Renewal Document Number indicating whether or not you are in “good standing” with the Secretary of State. We will notify you if your status is delinquent.
- It is a good idea to periodically check your status at the Secretary of State website to ensure you are up to date with all filings. Visit www.sos.state.co.us.



COMBINED FEDERAL CAMPAIGN

2012 Application Instructions for Local Independent Organizations and Members of Federations

BACKGROUND

Enclosed is the model application for use by local independent organizations applying to participate in the Combined Federal Campaign (CFC) and for use by local federation members to submit to the local federations to which they belong. 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. The current CFC regulations can be viewed on our website at www.opm.gov/cfc. Additional copies of the application can also be downloaded from the website.

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.

Each LFCC determines the application deadline for organizations seeking local eligibility. Since local dates will vary, please check with the local CFC for local application deadlines and filing information. Local campaign contact information can be found on the CFC website at www.opm.gov/cfc/Search/Locator.asp.

If a local application form is available, OPM suggests that organizations use the local application provided when applying to the CFC.

The CFC 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

DEFINITIONS

Organization Name of the applicant organization, as it appears in the IRS Business Master File. If the name of the organization differs from the name that appears on the IRS determination letter, IRS Form 990, or audited financial statements, official documentation from the IRS or state government authorizing use of this name must accompany the application. The EIN must be included.

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 telephone 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 local independent organizations and federation members, refer to CFC Guidance Memoranda 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 a refusal to certify and will result in the denial of the application.

Item 1

Please review CFC Memoranda 2004-11, 2006-22, and 2008-10 for guidance on local eligibility

criteria.

Check the one appropriate box. **Include as Attachment A supporting statements and/or documentation demonstrating to the satisfaction of the LFCC that the organization has a substantial local presence in the geographical area covered by the local campaign, a substantial local presence in the geographical area covered by an adjacent local campaign, or substantial statewide presence.** Attachment A must also include a description of the actual services, benefits, assistance, or program activities provided by the organization in calendar year 2011 and how those programs, services, benefits, etc. affect human health and welfare of the target population (see Certification #4). Organizations are encouraged to list the number of beneficiaries of each service and/or the value of financial assistance provided in each location.

Substantial local presence is defined as a staffed facility, office or portion of a residence dedicated exclusively to that organization, available to members of the public seeking its services or benefits. The facility must be open at least 15 hours a week and have a telephone dedicated exclusively to the organization. The office may be staffed by volunteers. Substantial local presence cannot be met on the basis of services provided solely through an “800” telephone number or by disseminating information or publications via the U.S. Postal Service, the Internet, or a combination thereof. (Information on the geographic boundaries of local CFC Campaigns can be found on the CFC website at www.opm.gov/cfc/Search/Locator.asp.)

- Substantial Local Presence in the Local Campaign Area - provide the hours and days per week of operation (a minimum of 15 hours per week is required), the organization’s dedicated telephone number, and the county and state where the applicant organization’s office is located. The organization address or the service address must be located in one of the counties served by the local campaign.

If the office where the services are provided is different from the organization’s main address (as listed on page 8), enter the address of the location where the services are provided.

OR

- Substantial Local Presence in the geographical area covered by an adjacent local campaign. An adjacent local campaign is defined as a local campaign whose geographic border touches the geographic border of another local campaign. Provide the hours and days per week of operation (a minimum of 15 hours per week is required), the organization’s dedicated telephone number, and the county and state where the applicant organization’s office is located. Applicant organizations are responsible for providing a complete application to each campaign area in which it wishes to participate. The organization address or the service address must be located in one of the counties served by an adjacent campaign area. Participation in a local campaign via an adjacency determination does not grant the organization a substantial local presence in the adjacent local campaign and participation via adjacency cannot be used to establish adjacency to local campaigns bordering the adjacent campaign area.

If the office where the services are provided (as described in Attachment A) is different from the organization’s main address (as listed on page 8), enter the address of the location where the services are provided.

OR

- Substantial statewide presence is defined as providing or conducting real services, benefits, assistance or program activities in the previous year (calendar year 2011) covering 30 percent of a state’s geographic boundaries or providing or conducting real services, benefits, assistance or program activities affecting 30 percent of a state’s population. Substantial statewide presence cannot be met on the basis of services provided solely through an “800” telephone number or by disseminating information and publications via the U.S. Postal Service, the Internet, or a combination thereof. Applicant organizations are responsible for providing a complete application to each campaign area in which it wishes to participate.

Item 2

Include as Attachment B a copy of 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, or audited financial statements, documentation from the IRS or state government authorizing this name change must accompany the application.

Organizations that are part of an IRS group exemption must provide a copy of the IRS letter granting the group exemption, as well as the current list of subordinates that are covered by the group exemption. The EIN on the applicant's Form 990 must match the EIN on the current list of subordinates.

Bona-fide chapters or affiliates of a national organization that do not have an IRS determination letter for the local organization must provide a certification signed by either the Chief Executive Officer (CEO) or CEO equivalent of the national organization stating the local charitable organization operates as a bona-fide chapter or affiliate in good standing of the national organization and it is covered by the national organization's 501(c)(3) tax-exemption, IRS Form 990 and audited financial statements. A copy of the national organization's 501(c)(3) letter must accompany the CEO's certification.

Please review CFC Memorandum 2009-4 for more information on this requirement and examples of supporting documentation (www.opm.gov/cfc).

Each applicant's 501(c)(3) status will be verified with the IRS. Applicants whose current 501(c)(3) status cannot be confirmed by the IRS will be denied participation. OPM encourages organizations to verify their current tax-exempt status prior to submitting a CFC application. This can be done by contacting the IRS at (877) 829-5500.

Item 3

Check the appropriate box.

Listing of a national organization, as well as its local affiliate organization, is permitted. Each national or local organization must individually meet all of the eligibility criteria and submit independent documentation as required in 5 C.F.R. §950.202, §950.203 or §950.204 to be included in the Charity List, except that a local affiliate of a national organization that is not

separately incorporated, in lieu of its own 26 USC 501(c)(3) tax exemption letter and, to the extent required by §950.204(b)(2)(ii), audited financial statements, may submit the national organization's 26 USC 501(c)(3) tax exemption letter and audited financial statements, but must provide its own pro forma IRS Form 990 (see Item 6) for CFC purposes.

A national organization may waive its listing in the National/International or International parts of the Charity List in favor of its local affiliate by following the procedures set forth in 5 C.F.R. §950.201(c).

Item 4

Self-explanatory. Human health and welfare services provided in calendar year 2011 must be reflected in *Attachment A*.

Item 5

Check the appropriate box.

Organizations with \$250,000 or more in annual revenue, as reported on the IRS Form 990, are required to submit an annual audit of fiscal operations by an independent certified public accountant in accordance with Generally Accepted Auditing Standards (GAAS). The audited financial statements and IRS Form 990 must be prepared using the accrual method of accounting and cover the same fiscal period that ended not more than 18 months prior to January 2012 (i.e. ending on or after June 30, 2010).

Include as Attachment C a copy of the auditor's report and the organization's complete audited annual financial statements. The audited financial statements must include all statements and audit notes as required by GAAP. The Independent Auditor's Report must include the signature of the auditor or the auditing firm.

The organization must certify that it accounts for its funds in accordance with Generally Accepted Accounting Principles (GAAP) and has an audit of its fiscal operations completed annually by an independent certified public accountant in accordance with GAAS. Note that GAAP requires the use of the accrual method of accounting. No other basis of accounting is acceptable under GAAP. The cash basis, modified cash basis, modified accrual, and any other methods are not

acceptable.

OR

▪ **Organizations with total revenue of at least \$100,000 but less than \$250,000: the certifying official must certify that the organization accounts for its funds in accordance with GAAP and has an audit of its fiscal operations completed annually by an independent certified public accountant in accordance with GAAS.** The organization is not required to submit a copy of the audited financial statements with the CFC application. However, the information must be provided to OPM or the LFCC upon request. Note that GAAP requires the use of the accrual method of accounting. No other basis of accounting is acceptable under GAAP. The cash basis, modified cash basis, modified accrual, and any other methods are not acceptable.

OR

▪ **Organizations with total revenue of less than \$100,000: the certifying official must certify the organization has controls in place to ensure funds are properly accounted for and it can provide accurate timely financial information to interested parties.** It is not required to submit financial documentation with the CFC application or maintain its financial records in accordance with GAAP.

Bona-fide chapters or local affiliates of a national organization that are not separately incorporated whose pro forma IRS Form 990 reports revenues over \$250,000 and whose financial operations are covered by an audit of the national organization may submit the national organization's audited financial statements together with a certification from the national organization's Chief Executive Officer (CEO) or CEO equivalent stating that it operates as a bona-fide affiliate in good standing of the national organization and is covered by the national organization's 26 U.S.C. 501(c)(3) tax exemption, IRS Form 990 and audited financial statements. (See requirements under Item #2 for bona-fide chapters or local affiliates.)

Bona-fide chapters of a national organization that are not separately incorporated whose pro forma IRS Form 990 reports revenues of at least \$100,000 but less than \$250,000 and whose

financial operations are covered by an audit of the national organization may certify it has an audit of its fiscal operations completed annually if it, at the time of the certification, is in good standing of the national organization and is covered by the national organization's 26 U.S.C. 501(c)(3) tax exemption, IRS Form 990 and audited financial statements. This organization is not required to submit with its application the national organization's audited financial statements. However, it must be able to supply this documentation to the LFCC or OPM upon request. (See requirements under Item #2 for bona-fide chapters or local affiliates.)

Item 6

Check the appropriate box. **Include as Attachment D a copy of the complete, signed IRS Form 990 for a period ended not more than 18 months prior to January 2012 (i.e. June 30, 2010).** The IRS Form 990 must include a signature in the block marked "Signature of officer"; the preparer's signature alone is not sufficient. 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 CFC will compare the number of voting members disclosed in Part I, Line 3 with the number of individuals that have the 'individual trustee or director' or 'institutional trustee' position selected in Part VII, Column C. If the number in Part I is more than the number in Part VII, the organization must provide an explanation for the difference. Failure to clarify the difference or to timely file an amended IRS Form 990 with the IRS may result in the denial of the application.

Please review CFC Memoranda 2009-8 and 2010-5 for additional information on the IRS Form 990 requirements, including the presentation of the governing body and expenses.

A complete IRS Form 990 is required, including all supplemental statements and schedules, if applicable, to be eligible for the CFC. If the Internal Revenue Service does not require the organization to file the Form 990 (long form) it must complete and submit a pro forma IRS Form 990 (see instructions below). IRS Forms 990EZ, 990PF, and comparable forms will not be accepted. Organizations that file these forms must

submit a pro forma IRS Form 990.

Pro forma IRS Form 990 Instructions – The IRS Form 990 (long form) can be downloaded from the IRS website (www.irs.gov). The following sections must be completed: Part I (Summary and Part II, Signature Block), Part VII (Compensation sections A and B), Part VIII (Statement of Revenues), Part IX (Statement of Functional Expenses), and Part XII (Financial Statements and Reporting). (If you filed a 2009 IRS Form 990 because your fiscal period ended prior to December 31, 2010, the Financial Statements and Reporting shown as Part XII above is located in Part XI. In this instance you must provide Part XI, not Part XII.)

The audited financial statements and IRS Form 990 must be prepared using the accrual method of accounting and cover the same fiscal period ended not more than 18 months prior to January 2012 (i.e. ending on or after June 30, 2010).

Item 7

Calculate and enter the organization's annual percentage for administrative and fundraising expenses. This percentage is computed from the IRS Form 990 submitted with this application. Add the amount in Part IX (Statement of Functional Expenses), Line 25, Column C (Management and General Expenses) to the amount in Line 25, Column D (Fundraising Expenses), and divide the sum by Part VIII (Statement of Revenue), Line 12, Column A (Total Revenue).

No other methods may be used to calculate this percentage. All percentages must be listed to the tenth of a percent (e.g. 15.7%).

Item 8

Self-explanatory

Item 9

Self-explanatory

Item 10

Self-explanatory

Item 11

Self-explanatory

Item 12

Each federation and independent 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.

Item 13

Include as Attachment E, 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 Environmental 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 (IRS BMF name of organization, if applicable) (202)555-1234 www.opm.gov/cfc EIN#123456789 The description will contain no more than 25 words. It should be worded so the donor understands the program services provided. 4.2% B,V,O

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

Local CFC applications must be sent to the local campaign office. Do not send applications to the Office of Personnel Management. Note that each campaign area sets its own application deadline. For more information on the local application deadlines and addresses, please contact the Principal Combined Fund Organization (PCFO) representative in your area. Contact information can be found at www.opm.gov/cfc/Search/Locator.asp.

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

- ✓ Attachment A – Documentation of local presence, adjacent presence, or statewide presence (See Item 1)
- ✓ Attachment B – IRS determination letter (See Item 2)
- ✓ Attachment C – Audited Financial Statements (if total revenues are \$250,000 or greater) (See Item 5)
- ✓ Attachment D – IRS Form 990 (See Item 6)
- ✓ Attachment E – 25-word statement (See Item 13)