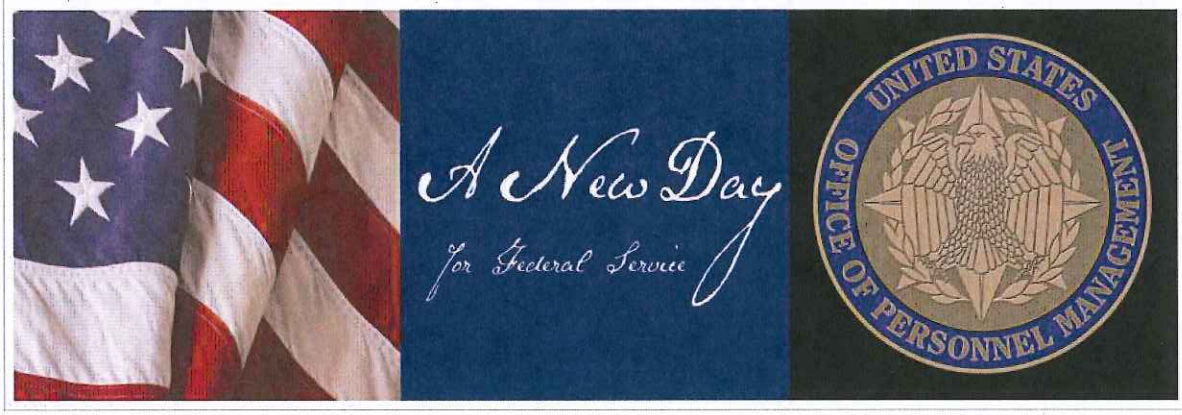
UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



CFC MEMORANDUM 2014-07 **November 7, 2014**

TO: **LOCAL CFC FEDERATIONS**

FROM: **KEITH WILLINGHAM**
DIRECTOR, COMBINED FEDERAL CAMPAIGN

SUBJECT: **2015 CFC LOCAL FEDERATION PROCESSES**

Combined Federal Campaign (CFC) Memorandum 2014-06 removed the adjacent and statewide presence options from the 2015 CFC charity applications. As a result, each organization may only submit applications to the CFC zones where they have a substantial local presence. The policy also stated that federations could only submit the applications of members that met the substantial local presence criteria to the campaign. Federations that no longer meet the 15-member requirement cannot participate with federation status. However, member organizations that meet the requirement may apply for participation in the independent organization portion of the local charity sections.

During this transition year, OPM will permit local federations to continue to provide administrative services to member organizations, including fiscal services, even if the federation does not meet the 15 member requirement in a campaign zone. Such services may include application preparation and review, marketing, consolidation of pledge and donor reports, and processing contributions distributed by Principal Combined Fund Organizations.

In these cases, the federation must have a signed agreement with the charitable organization authorizing it to act on its behalf, including granting the federation authority to handle financial distributions. The organizations must use the local independent organization application form and submit all required documentation to the local campaign office by the application deadline.

The federation may include its disbursement information on the application form and/or distribution forms sent by local campaigns. All funds process by the federation on behalf of charities, even if they were listed as independent organizations, must be accounted for and audited in accordance with the CFC regulations set forth at 5 CFR §§ 950.303 and 304.

These instructions apply to local charity applications during the 2015 campaign period only. Federations and member organizations must comply with the new CFC regulations that go into effect on January 1, 2016 when they apply for the 2016 campaign period.