**CFC MEMORANDUM 2016-06** **November 9, 2016**

**TO:** **COMBINED FEDERAL CAMPAIGN-PARTICPATING FEDERATIONS AND ORGANIZATIONS, LOCAL FEDERAL COORDINATING COMMITTEES AND PRINCIPAL COMBINED FUND ORGANIZATIONS**

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

**SUBJECT:** **2017 CFC SCHEDULE OF APPLICATION AND LISTING FEES**

Pursuant to 5 C.F.R. §950.107, the Office of Combined Federal Campaign (OCFC) is releasing a new fee structure designed to increase budget predictability for charities; increase the value proposition of giving through the CFC, donor participation and giving options; and significantly reduce administrative costs. The new fee structure is based on recommendations from the CFC-50 Commission, an advisory committee composed of Federal employees, private campaign administrators, charitable organizations and "watchdog" groups. This adopted recommendation from the Commission will modernize the CFC program, facilitate transparency, improve accountability and ultimately streamline the giving process for federal employees and retirees.

The cornerstone of the reforms will enable donors to save millions in costs by eliminating redundant campaign administration functions and boosting donations by drastically expanding access to an online donation portal and by increasing the number of donors and giving options. Charities will pay the application and listing fees upfront, which will offset the cost of running the campaign, while increasing transparency and predictability.

Fee Structure

OCFC met with federation leaders, independent charitable organizations, local campaign administrations and other stakeholders for the past two years to get their input on the application fee structure. Based on their feedback, OPM developed a tiered fee approach. Tiers refer to the size of the applicant organization in terms of total revenue as reported on the submitted IRS Form 990 or *pro forma* IRS Form 990. The CFC rules, as noted in 5 CFR §950.107, allow for upfront application fees and listing fees as well as distribution fees to be

assessed against pledges received. Listing fees are only paid by organizations approved to participate in the campaign.

Tier I Nat'l/Int'l Organizations and Local Organizations – Tier I organizations are those that report $1 million or more in revenue.

Tier II Nat'l/Int'l Organizations and Local Organizations – Tier II organizations are those that report $250 thousand or more in revenue, but less than $1 million.

Tier III Nat'l/Int'l Organizations and Local Organizations – Tier III organizations are those that report less than $250 thousand in revenue.

APPLICATION FEES

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|---|---|
| Nat'l/Int'l Federation | $1,575 |
| Nat'l/Int'l Federation Member Org. | $400 |
| Nat'l/Int'l Unaffiliated Org. | $570 |
| Local Federation | $630 |
| Local Federation Member Org. | $255 |
| Local Unaffiliated Org. | $340 |

LISTING FEES

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|---|---|
| Tier I Nat'l/Int'l Organizations | $2,270 |
| Tier II Nat'l/Int'l Organizations | $555 |
| Tier III Nat'l/Int'l Organizations | $370 |
| Tier I Local Organizations | $635 |
| Tier II Local Organizations | $135 |
| Tier III Local Organizations | $20 |