

**CFC Memo 2014-06 Adjacent and Statewide Presence
Frequently Asked Questions**

What is the definition of a 'substantial local presence'?

The CFC regulations set forth at 5 CFR § 950.204(b)(1)(i) defines a substantial local presence 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, the internet, the U.S. Postal Service or a combination thereof.

Can donors make a pledge to a charity if it is not listed in the locally produced CFC Charity List?

Yes. In addition to the local CFC Charity List, a donor may make a pledge to any charity on the Universal Giving list published by OPM. If a charity is deemed eligible by a Local Federal Coordinating Committee, it may receive contributions from any CFC donor. Donors may use either electronic or paper pledge forms to make a pledge.

Can a statewide organization continue to participate?

Yes. It must apply as a local charity to the campaign where it has a local presence. It no longer has to demonstrate that it provided services to either 30% of the geographic area of the state or to 30% of a target population in the state. If approved by its local campaign, it will continue to be available to CFC donors in other areas.

Can a federation apply to a campaign if it does not have a substantial local presence in that area?

A local federation is not required to demonstrate local presence. As long as it meets the federation eligibility requirements and has 15 eligible members, in addition to itself, with a substantial local presence, it can participate with federation status.

Can a federations that has a combination of local, adjacent and statewide charities continue to participate?

No. A federation may participate only if it has 15 or more member organizations, in addition to itself, that meet the substantial local presence criteria in the campaign where it is applying. The federation may continue to apply to multiple campaign areas, but its listing of member organizations must exclude any organizations that are not local to the campaign to which it is applying.

What if a federation no longer has 15 eligible members due to the adjacent and statewide elimination?

If a federation no longer has 15 members that are local to a campaign, it is not eligible for federation status. It and any of its members that have a local presence can either join a different federation or apply as independent organizations.

If a 2014 CFC federation member applies as an independent organization in 2015, will CFC funds continue to be sent through the federation?

2014 CFC funds will be sent through the federations in which an organization was an approved member. However, 2015 CFC funds and campaign communications will be sent directly to the independent organization.

Will adjacent and statewide charities still be printed in the local paper Charity List?

No. Local Charity Lists will only include federations, federation members and independent organizations that have demonstrated a substantial local presence in the campaign area and met all other eligibility criteria and public accountability standards. If a charity is approved in another campaign region, it will be available through online Universal Giving lists.

Will national/international organizations be removed from the paper Charity Lists as well?

No. The national/international and international sections of the Charity List will still be printed along with the approved local charities.

Can an organization that has its primary office in one campaign region, but service offices in others, apply to more than one campaign?

Yes. If the service office meets the substantial local presence criteria, it may apply in addition to the primary office in a different area.

Can a federation apply to more than one campaign region?

Yes. The same local federation may apply to several campaigns as long as it has 15 or more eligible member organizations that meet the substantial local presence criteria for each of those campaign areas.

Can a national organization and its local affiliate continue to be listed in the CFC Charity List separately?

Yes. Each national or local organization must individually meet all of the eligibility criteria and submit independent documentation as required by the CFC regulations. If they meet the eligibility requirements, the national and the local affiliate may both be listed in the CFC Charity List.