



## CINCINNATI METRO AREA COMBINED FEDERAL CAMPAIGN

### 2010 Application Instructions for Local Federations

#### **BACKGROUND**

Enclosed is the application approved by the Local Federal Coordinating Committee (LFCC) for participation by local federations in the Cincinnati Metro Area Combined Federal Campaign (CFC). **This is the only application that will be accepted by the LFCC from federations applying to the Cincinnati Metro Area CFC.** A federation is a group of voluntary charitable human health and welfare organizations created to supply common fundraising, administrative, and management services to its constituent members. A federation must have at least 15 member organizations, in addition to itself, that individually meet all of the CFC eligibility criteria. If your organization does not have 15 member organizations that meet the CFC eligibility criteria, it must apply as an independent organization using the independent organization application.

The following instructions and form are intended to assist charitable federations 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 at [www.opm.gov/cfc](http://www.opm.gov/cfc). Additional copies of this application can also be downloaded from the Cincinnati Metro Area CFC website at [www.cincycfc.org](http://www.cincycfc.org).

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.***

***Applicants whose applications do not contain documents or who submit incomplete or out-of-date documents will not be permitted to correct their applications during the appeals process.*** Federations that apply for local eligibility and are found ineligible will have an opportunity to appeal to the LFCC for reconsideration. If found ineligible on appeal to the LFCC, the federation 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 insure that their

appeals are complete and responsive to the actual reasons for the LFCC denial decision.

The LFCC of the Cincinnati Metro Area CFC will accept and review applications **received or postmarked by 5:00 pm on Friday, March 19, 2010**. No applications received or postmarked after this deadline will be considered for participation in the campaign.

Applications can be mailed or hand-carried by the deadline to:

Combined Federal Campaign  
John Weld Peck Federal Building  
550 Main Street, Suite 1-116  
Cincinnati, OH 45202

Please call (513) 684-2515 for questions or assistance regarding the completion of this application.

The Cincinnati Metro Area CFC is offering the opportunity for all local charitable organizations, including your federation and its member organizations, to attend one of four training sessions to better understand the eligibility criteria and how to successfully apply. These training sessions will be offered at the William Howard Taft National Historic Site located at 2038 Auburn Avenue, Cincinnati, Ohio 45219 at the following times:

Wednesday, March 3, 2010 at 10pm  
Thursday, March 4, 2010 at 1pm  
Tuesday, March 9, 2010 at 1pm  
Thursday, March 11, 2010 at 10am

Please RSVP for these training sessions by calling (513) 684-2515 or by emailing [cincycfc@gmail.com](mailto:cincycfc@gmail.com). If you would like additional or separate training for you or your member organizations, please contact the CFC office at the above e-mail address or phone number.

OPM suggests that federations applying to the Cincinnati Metro Area CFC use this application when applying to the Combined Federal Campaign (CFC). Furthermore, per Cincinnati Metro Area CFC LFCC guidance and in

accordance with 5 CFR § 950.204(a), this is the only application that will be accepted from federation applicants. Federations that edit or revise this or any other application for their use will have their applications returned without consideration.

The CFC will not accept application forms with modifications to any of the certification statements.

In order to determine whether a federation 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 federation has demonstrated, to the LFCC's satisfaction, that the federation 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 that OPM withdraw federation status. The Director's decision will be communicated in writing to the federation.

**FAXES OR ELECTRONIC SUBMISSIONS OF APPLICATIONS ARE NOT ACCEPTED**

**DEFINITIONS**

**Federation** Legal name of the applicant federation. If the name of the federation is different from the name which appears on the IRS determination letter, IRS Form 990, audited financial statements, or annual report, official documentation from the IRS or a state government authorizing use of this name must accompany the application. The EIN must be included.

**Employer Identification Number (EIN)** The nine-digit EIN that appears on the IRS determination letter and the IRS Form 990 submitted with this application.

**5 Digit CFC Number** The 5 digit number assigned to the federation by the CFC. Federations that have not previously participated in the CFC should leave this field blank.

**Mailing Address** A physical mailing address must be provided. Post Office Box addresses will not be accepted.

**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 physical 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 number.

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

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

**Federation Website Address** List the complete internet address of the applicant federation (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.

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

**INSTRUCTIONS**

For details regarding CFC eligibility requirements for local federations, refer to CFC Guidance Memoranda 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 it meets the requirement. Failure to provide a check mark for each of the statements will be considered as a refusal to certify and will result in the

denial of the application.

**NEW – Every Federation Applicant** applying to the Cincinnati Metro Area CFC, to include both new and previously participating federations, must submit along with its application the complete applications of all of its member organizations (regardless of whether the member organizations participated in the 2009 CFC).

#### Item 1

**Include as Attachment A a list of the federation and all of its member organizations applying for participation in the CFC** which meet all local eligibility criteria of 5 CFR §§ 950.202, 950.203, 950.204, and 950.401(i) for participation. Please review CFC Memoranda 2004-11, 2006-22, and 2008-10 for guidance on local eligibility criteria.

The list must include the following information for the federation and each of its member organizations applying for participation in the CFC: five-digit CFC code previously assigned to the applicant (leave blank if the applicant is new); legal name; physical address; telephone number; website address; EIN; statement of 25 words or less that describe the applicant organization's program activities; administrative fundraising rate; taxonomy codes (see instructions below); the local presence category under which each member organization is eligible for participation in the local campaign (e.g. Local, Adjacent, or Statewide); and internet/website address. The federation is not required to indicate a local, adjacent or statewide presence.

The legal name that is registered with the IRS must be provided for each applicant. If the applicant solicits funds using a different name, it should enter that name in the "DBA" ("Doing Business As") column. All applicants must include their EIN regardless of whether or not they are operating under a "DBA". See Item 2 for more information on the requirements for "DBAs".

The 25-word statement should not repeat the applicant's name. The legal name, DBA (if applicable), telephone number, website address, EIN, and taxonomy codes will NOT count toward an applicant's 25 words. OPM will not be responsible for incorrect internet addresses. E-mail addresses are not accepted.

**Taxonomy Codes** The federation and each of its member organizations applying for participation 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 the organization's listing in the CFC Campaign Directory 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.

- 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 Organizations, Other
- Z Other

Specially designed text used to draw attention to a federation or member organization's name, 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:

**00000 Name of Organization** (dba 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

**NEW – The physical address of the federation and each member organization applying for participation in the CFC must also be included in Attachment A.** Furthermore, *Attachment A*, to include all of the above information, **must be provided electronically in a spreadsheet** sent via email to [cincycfc@gmail.com](mailto:cincycfc@gmail.com). A model spreadsheet is available at [www.cincycfc.org](http://www.cincycfc.org).

#### **Item 2**

**Include as Attachment B a copy of the federation’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.

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

Units of Government are not eligible to participate in the CFC.

The 501(c)(3) status of each local federation and its member organizations will be verified with the IRS. Federation applicants and federation members whose current 501(c)(3) status cannot be confirmed by the IRS will be denied participation. OPM encourages organizations to request current letters from the IRS confirming the group’s tax-exempt status. This request can be made by contacting the IRS at (877) 829-5500.

**NEW – Attachment B must include the IRS determination letter and/or other supporting documentation (e.g. the appropriate page from the Catholic Directory or letter from a bona-fide chapter’s or affiliate’s national organization stating that it is covered by the national organization’s tax-exemption and is in good standing with the national organization) that verifies the tax-exempt status of the federation and each of its member organizations as well as DBA (“Doing Business As”) documentation, if applicable.**

#### **Item 3**

Self-explanatory

#### **Item 4**

**Check the appropriate box. The federation’s certifying**

**official must certify the federation accounts for its funds on an accrual basis in accordance with Generally Accepted Accounting Principles (GAAP) and has an audit of its fiscal operations completed by an independent certified public accountant in accordance with Generally Accepted Auditing Standards (GAAS).** No other basis of accounting is acceptable under Generally Accepted Accounting Principles (GAAP). The cash basis, modified cash basis, and modified accrual basis are not acceptable methods of accounting under GAAP.

**Include as Attachment C a copy of the auditor’s report and the federation’s complete audited annual financial statements.** The audited financial statements must cover the fiscal period ending not more than 18 months prior to the January of the campaign year to which the federation is applying (i.e. ending on or after June 30, 2008). **The audited financial statements must verify the federation is honoring designations made to each member organization by distributing a proportionate share of receipts based on donor designations to each member.**

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.

Newly created federations operating for less than one year (as determined from the date of the IRS determination letter to the closing date of the CFC application period) are not required to submit audited financial statements.

#### **Item 5**

Check the appropriate box. **Include as Attachment D a copy of the complete and signed IRS Form 990 for a period ended not more than 18 months prior to January 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.

A complete IRS Form 990 is required, including all supplemental statements and Schedule A, if applicable, for the applicant federation to be eligible for the CFC. If the IRS does not require the federation to file a Form 990 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. However, smaller

federations that file Form 990EZ may submit it with the appropriate pro forma pages as described below depending on whether or not it is a 2007 or 2008 IRS Form 990 attached in lieu of a complete IRS Form 990.

**Pro forma IRS Form 990 Instructions** – The IRS Form 990 can be downloaded from the IRS website ([www.irs.gov](http://www.irs.gov)). If the fiscal period ended before December 31, 2008, the applicant must use the 2007 IRS Form 990 and complete page 1 and Part V for CFC purposes.

If the fiscal period ended on or after December 31, 2008, the applicant must use the 2008 IRS Form 990 (or more recent year, if available). The following sections must be completed: page 1 (Part I, Summary and Part II, Signature Block), page 7 and 8 (Part VII, Compensation sections A and B); page 9 (Part VIII, Statement of Revenues), page 10 (Part IX, Statement of Functional Expenses), and page 11 (Part XI, Financial Statements and Report).

The IRS Form 990 and audited financial statements must be prepared using the accrual method of accounting and cover the same fiscal period ended not more than 18 months prior to January 2010 (i.e. ended on or after June 30, 2008).

#### **Item 6**

**Calculate and enter the federation's annual percentage for administrative and fundraising expenses.** This percentage is computed from the IRS Form 990 submitted with this application. Depending on which year's IRS Form 990 is submitted, the percentage will be calculated based on information contained on the:

(A) **2007** IRS Form 990 by adding the amount spent on "management and general" (line 14) to "fundraising" (line 15) and dividing the resulting total by "total revenue" (line 12);

– OR –

(B) **2008 (or more recent)** IRS Form 990 by adding 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 dividing 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 7**

**Each federation must include as Attachment E a complete listing of the federation's board of directors and the beginning and end dates of each individual's current term of office (e.g. John Smith, 2006-2009). Attachment E must also list the board's meeting dates and locations for the previous calendar year (2009).**

#### **Item 8**

Self-explanatory

#### **Item 9**

Self-explanatory

#### **Item 10**

Self-explanatory

#### **Item 11**

Self-explanatory

#### **Item 12**

**Include as Attachment F a copy of the federation's most recently completed annual report.** The annual report must cover the fiscal year ending not more than 18 months prior to January of the campaign year to which the federation is applying or the preceding calendar year. A more frequently published document, such as a quarterly newsletter, may be substituted so long as it meets the requirements for the annual report.

The annual report or more frequently published document must contain a full description of the federation's activities and supporting services during the year covered by the report and identify its directors and chief administrative personnel.

The annual report or more frequently published document must also include an accurate description of the federation's membership dues and/or service charges received by the federation from the charitable organizations participating as members. The information must clearly present the amounts raised, the sources of contributions, the cost of fundraising, and how costs are recovered from donations.

Reproductions of annual reports that are available on a federation's website are acceptable. The annual report must be clearly marked as such on the website and must include all of the criteria outlined in the CFC regulations (see above). OPM will not accept miscellaneous pages from the

federation's website that provide this information in lieu of an annual report document. A printed copy of the report must be included in the CFC application.

**Item 13**

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](http://www.opm.gov/cfc)). For further information, please see CFC Memo 2005-13.

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**Local CFC applications must be sent to the Cincinnati Metro Area CFC office at the address indicated above. Do not send applications to the Office of Personnel Management. Note that the application deadline for the Cincinnati Metro Area CFC is Friday, March 19, 2010.**

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

- ✓ Attachment A – federation membership listing (See Item 1); *electronic copy in spreadsheet format must be sent by email to [cincycfc@gmail.com](mailto:cincycfc@gmail.com)*
- ✓ Attachment B – IRS determination letter (See Item 2)
- ✓ Attachment C – Audited Financial Statements (if required – See Item 4)
- ✓ Attachment D – IRS Form 990 (See Item 5)
- ✓ Attachment E – Board Members' Current Terms of Office and Meeting Dates and Locations (See Item 7)
- ✓ Attachment F – Annual Report (See Item 12)

**CINCINNATI METRO AREA  
COMBINED FEDERAL CAMPAIGN  
JOHN WELD PECK FEDERAL BUILDING  
550 MAIN STREET, SUITE 1-116 – CINCINNATI, OH 45202  
PHONE: (513) 684-2515  
EMAIL: CINCYCFC@GMAIL.COM  
WWW.CINCYCFC.ORG**

**2010 APPLICATION FOR LOCAL FEDERATIONS**

Federation: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_

5 Digit CFC Number *(If a previous participant in the CFC):* \_\_\_\_\_

Physical Address: \_\_\_\_\_

*(Post Office Box addresses are not accepted and may result in automatic disqualification.)*

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

*(If different from the above address – Post Office Box Addresses are acceptable for the Contact Address. All CFC correspondence will be sent to this address.)*

Contact Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

Federation Website Address *(required, if available):* \_\_\_\_\_

Disbursement Address: \_\_\_\_\_

*(This is the address where paper checks will be sent.)*

Electronic Funds Transfer (EFT) information *(Optional):*

Financial Institution: \_\_\_\_\_

RTN *(9 digits):* \_\_\_\_\_ ACCT: \_\_\_\_\_

- 1)  I certify that the federation named in the application has \_\_\_\_\_ (enter number) member organizations that individually meet all local eligibility criteria of 5 CFR §§ 950.202, 950.203, 950.204, and 950.401(i) for participation in this campaign by having either a substantial local presence in the geographic area served by the local campaign, a substantial local presence in the geographic area served by an adjacent local campaign, or a substantial statewide presence. **Include as ATTACHMENT A a list of the federation and all member organizations that meet this requirement.** *See instructions for additional information.*
- 2)  I certify that the Internal Revenue Service recognizes the federation named in this application as tax-exempt under 26 USC 501(c)(3) and to which contributions are tax deductible pursuant to 26 USC 170(c)(2). **Include as ATTACHMENT B a copy of the federation’s most recent IRS determination letter and the IRS determination letter and/or other supporting documentation that verifies the tax-exempt status of its member organizations.** *See instructions for additional information.*
- 3)  I certify that the federation named in this application is a human health and welfare federation and either it or its member organizations provide services, benefits, or assistance to, or conduct activities that directly or indirectly affect, human health and welfare. The services, benefits, assistance, or program activities affecting human health and welfare were provided in calendar year 2009.
- 4) Place a check in the **one** appropriate box:
- I certify that the federation named in the application accounts for its funds on an accrual basis 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 generally accepted auditing standards (GAAS). **(Include as ATTACHMENT C a copy of the auditor’s report and the complete audited financial statements for a fiscal period ending not more than 18 months prior to January 2010 which verifies that the federation is honoring designations made to each member organization by distributing a proportionate share of receipts based on donor designations to each member.)**

– OR –

- I certify that the federation named in the application accounts for its funds on an accrual basis in accordance with generally accepted accounting principles (GAAP), but has been operating for less than one year and therefore is not required to submit audited financial statements.
- 5) Place a check in the **one** appropriate box:
- I certify that the federation named in this application prepares and submits to the IRS a complete copy of the federation’s IRS Form 990. **(Include as ATTACHMENT D a copy of the complete IRS Form 990 for a period ending not more than 18 months prior to January 2010, including signatures in the box marked “Signature of Officer” or in IRS Forms 8879-EO or 8453-EO. The preparer’s signature alone is not sufficient. IRS Forms 990EZ, 990PF, and comparable forms are not acceptable substitutes.)**

– OR –

- I certify that the federation named in this application is not required to prepare and submit an IRS Form 990 to the IRS. **(Include as ATTACHMENT D a pro forma IRS Form 990 for a period ending not more than 18 months prior to January 2010. See application instructions for pro forma IRS Form 990 requirements. IRS Forms 990 EZ, 990PF, and comparable forms are not acceptable substitutes.)**

6)  I certify that the administrative and fundraising rate for the federation named in this application is \_\_\_\_\_%. (Please note: All percentages must be listed to the tenth of a percent, i.e. 10.0% or 15.5%). This percentage is computed from the IRS Form 990 submitted with this application. Depending on which year's IRS Form 990 is submitted, the percentage will be calculated based on information contained on the:

(A) **2007** IRS Form 990 by adding the amount spent on "management and general" (line 14) to "fundraising" (line 15) and dividing the resulting total by "total revenue" (line 12);

– OR –

(B) **2008 (or more recent)** IRS Form 990 by adding 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 dividing the sum by Part VIII (Statement of Revenue), Line 12, Column A (Total Revenue). No other methods may be used to calculate this percentage.

7)  I certify that an active and responsible governing body, whose members have no material conflict of interest and a majority of whom serves without compensation, directs the federation named in this application. (Include as **ATTACHMENT E** a list of the federation's board of directors with the beginning and ending date of each board member's current term of office. **ATTACHMENT E** must also list the board's meeting dates and locations for calendar year 2009.)

8)  I certify that the federation named in this application prohibits the sale or lease of CFC contributor lists.

9)  I certify that the federation named in this application conducts publicity and promotional activities based upon its actual programs and operations, and that these activities are truthful and non-deceptive, include all material facts, and make no exaggerated or misleading claims.

10)  I certify that the federation named in this application effectively uses the funds contributed for its announced purposes.

11)  I certify that the federation named in this application does not employ, in its CFC operations, the services of private consultants, consulting firms, advertising agencies or similar business organizations to perform the policy-making or decision-making functions in the CFC.

12)  I certify that the federation named in this application prepares and makes available to the public an annual report that includes a full description of the federation's activities and supporting services, member fees and/or service charges, and identifies its directors/governing body and chief administrative personnel. **Include as ATTACHMENT F a copy of the most recently completed annual report. See Instructions Item 12 for additional information.**

13)  I certify that the organization named in this application 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, or individuals subject to economic sanctions administered by the U.S. Department of the Treasury's Office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to such sanctions, a list of Specially Designated Nationals and Blocked Persons subject to such sanctions, and overviews and guidelines for each such sanctions program can be found at <http://www.treas.gov/ofac>. Should any change in circumstances pertaining to this certification occur at any time, the organization will notify OPM's Office of CFC Operations immediately.

**CERTIFYING OFFICIAL**

I, \_\_\_\_\_, am the duly appointed representative  
*(print certifying official's name)*

of \_\_\_\_\_ authorized to certify and affirm all statements  
*(print federation name)*

enclosed in this application. I certify that I have read all the certifications set forth in this document and affirm their accuracy. In addition, by checking the box next to the certification, the federation named in this application acknowledges and agrees to comply with that certification.

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(typed or printed name)*

\_\_\_\_\_  
*(title)*

\_\_\_\_\_  
*(date signed)*

**NOTE:**

**Applications will not be accepted if submitted electronically or by facsimile. The certifying official's signature in the federation application must be original. Federations are permitted to provide photocopies of the certifying official's signatures of its members if it has the original on file. The LFCC reserves the right to request a copy of the original signature. Automatic pens and/or signature stamps may not be used.**

**Public Burden Statement**

This form is estimated to take an average of 3 hours to complete, including the time for getting the needed data and reviewing both the instructions and completing the form. Send comments regarding our estimate or any other aspects of this form, including suggestions for reducing completion time to Office of Personnel Management (OPM), CFC Operations (3206-0131), Washington, DC 20415-7900. The OMB number 3206-0131 is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.