CFC MEMORANDUM 2015-07 **December 15, 2015**

TO: **LOCAL PARTICIPATING CHARITIES, LOCAL FEDERATIONS, LOCAL FEDERAL COORDINATING COMMITTEES AND PRINCIPAL COMBINED FUND ORGANIZATIONS**

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

SUBJECT: **CHARITABLE ORGANIZATION LOCAL PRESENCE**

While conducting our analyses of 2014 charity applications, it has come to our attention that numerous organizations applying as having a local presence in a campaign were using United States Postal Service (USPS) recognized Commercial Mail Receiving Agencies (such as The UPS Store and Mail Boxes, Etc.), virtual office spaces, and other mail delivery addresses as their addresses for local presence in a campaign. We were even advised by one campaign that a public broadcasting organization local to their campaign chose to apply to the larger adjacent campaign by using the address of one of their satellite dishes for their television station as the local address. These actions greatly concern me as they constitute false certifications on a Federal government form.

CFC regulations state:

5 CFR §950.204(b)(i) 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, the internet, the U.S. Postal Service or a combination thereof.

Since the address provided on the application is required to be the actual physical address where the organization provides services for at least 15 hours per week, USPS-recognized Commercial Mail Receiving Agencies and virtual office spaces addresses are not acceptable. Federations should take care to ensure their member organizations are providing proper information for local presence as federations are required to certify that their members qualify. A certification to such for an organization that does not meet the requirements of 5 CFR §950.204(b)(i) subjects the federation to the same penalties for false certification as it does the member organization. We encourage federations to visit their member organizations and confirm they meet these requirements.