



## *Chesapeake Bay Area Combined Federal Campaign*

Local Federal Coordinating Committee  
31 Hopkins Plaza, Room 820A  
Baltimore, MD 21201  
[www.cbacfc.org](http://www.cbacfc.org)

May 9, 2016

Subject: 2016 Chesapeake Bay Area CFC Approval

Organization Name: The Harford Center  
Five Digit Code: 53829

Dear 2016 CFC Applicant:

We are pleased to inform you that your organization has been found eligible for inclusion on the Local Part of the 2016 Chesapeake Bay Area CFC Charity List. Your organization will also appear in the online “Universal Giving” list available to Federal employees throughout the United States and overseas. The CFC five digit code that donors will use to designate their contribution to your organization is provided above.

The contact information included with your application will be used throughout the year to transmit communication on items such as application guidance, disbursement of funds, and the issuance of the 2017 application. If your information changes at any point in the year, please notify us via the ‘contact us’ link on our website ([www.cbacfc.org](http://www.cbacfc.org)).

Your organization must re-apply each year in order to participate in the CFC. **Please note that there will be significant changes to the process by which you will apply for the 2017 campaign, including the deadline.** Additional information will be distributed throughout the year to the email address you have provided.

The Local Federal Coordinating Committee (LFCC) manages and oversees the CFC and each year, and selects a charitable organization, known as the Principal Combined Fund Organization (PCFO), to serve as the operations contractor for the campaign. The PCFO handles various aspects of the CFC under the direction of the LFCC. The LFCC selected the United Way of Central Maryland (UWCM) as the PCFO for the 2016 campaign.

At the end of the 2016 campaign, we will notify your organization with regard to any contributions payable, as well as a list of donors that have agreed to release their personal information. Required disbursements will begin in the Spring of 2017. As a reminder, these contributions are being made by federal employees donating directly to your organization. None of the funds being provided to your organization are the result of grants, or other funding provided through UWCM. UWCM is acting only as our campaign’s PCFO, administering the collection and distribution of contributions received.

In order to receive funds in the most efficient and effective way possible, we strongly encourage your organization to receive these funds via Electronic Funds Transfer (EFT). If you completed the EFT portion of the application, there is no need to do anything else to receive funds via this method. If you did not complete this portion of the application, please take a moment to request an EFT Form via the ‘contact us’ link on our webpage. EFT ensures funds are directly deposited to your organization’s account, and also eliminates the additional costs of printing and mailing checks.

We encourage your organization's use of the CFC logos provided on the OPM website ([www.opm.gov/cfclogo/logo/download.aspx](http://www.opm.gov/cfclogo/logo/download.aspx)), as well as your organization's five digit code on all marketing materials. The five-digit code assigned to your organization is permanent, and is universal from CFC region to region. Additionally, when your organization receives donor detail information in mid-March 2017, we recommend you send a thank you to those donors.

In addition, you may visit the Chesapeake Bay Area CFC website at [www.cbacfc.org](http://www.cbacfc.org) for marketing ideas and more information about the campaign. We will also be providing campaign marketing materials directly to our federal agencies for use during the campaign. We encourage you to provide any personal stories regarding your clients or organization that we may share with donors to help them better understand how their contributions make a difference. Specific charity and/or client names will not be used, however, will provide us with the opportunity to illustrate the needs of the community and how donors' contributions are being used to support your organization's efforts (e.g. what our organization can do with \$1 per week, etc.). Please send short testimonials or success stories to Meredith Lonberger at [meredith.lonberger@cbacfc.org](mailto:meredith.lonberger@cbacfc.org).

The 2016 Chesapeake Bay Area Giving Guide will contain your organization's name, five-digit CFC code (indicated above), EIN, telephone number, web address (if available), 25 word-statement describing your services/program, your administrative and fund-raising expense rate (AFR) as well as taxonomy codes. Before final printing, your organization will have 48 hours to review the guide and ensure your listing is correct. You should expect to receive the guide in the late summer timeframe. The Giving Guide will be available to Federal employees in hard copy, as well as a searchable electronic format.

As a CFC-approved organization, you may have the opportunity to attend campaign-related events, such as kick-offs, employee meetings and charity fairs. In order to participate in these events, your organization must register with our campaign, and complete a series of certifications indicating your understanding of policies and procedures related to these activities. Only those organization registered will be contacted for events – please use the registration tool located at the website indicated below. *As a reminder, your organization may not contact any Federal Agency directly. Doing so violates CFC regulations, and can result in sanctions being place on your organization with regard to continued participation in the campaign.*

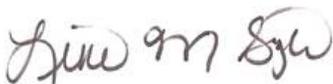
[www.surveymonkey.com/r/2016\\_CBACFC\\_Charity\\_Event\\_Registry](http://www.surveymonkey.com/r/2016_CBACFC_Charity_Event_Registry)

The CBACFC also has a Facebook page, [www.facebook.com/chesapeakebayareaCFC](http://www.facebook.com/chesapeakebayareaCFC), as well as a Twitter account, ChesapeakeBayAreaCFC. 'Like' us on Facebook or 'follow' us on Twitter to receive campaign news, information on upcoming events, helpful statistics, and examples of how donations are being used.

CFC-approved organizations and the general public have the opportunity to review certain CFC-related records maintained by the PCFO, as well as provide comments and/or suggestions with regard to overall campaign management. To make related suggestions, to review CFC records, or for questions regarding operational or management issues please contact the undersigned.

Thank you for your participation, we look forward to working with you!

Sincerely,



Linda M. Siegle, Chair  
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[linda.siegle@cbacfc.org](mailto:linda.siegle@cbacfc.org)