

Attachment A Guidelines

This form was developed by the Local Federal Coordinating Committee (LFCC) for the Kitsap and Mason County CFC, and is provided to assist you in providing the necessary information. **Although the use of this form is optional, the information you must provide is not, and must be provided via Attachment A.** You may include this worksheet with your attachment A if you wish, however this does not in any way diminish the requirements of completing attachment A.

The Office of Personnel Management (OPM) requires all Combined Federal Campaign (CFC) charity applicants to provide detailed specific information concerning the services they provided in the previous calendar year. This information at a minimum must include;

- a) Who you provided service to (specific beneficiaries).
- b) What the service was that you provided (counseling, funding amount, patient care, etc.). (Training or education service by itself is not sufficient.)
- c) When the service was provided (specific dates/times/amounts).
- d) Where the service was provided (specific location, street address, event).

Please describe how your organization meets the requirements of Local Presence, Local Adjacent Presence, or Statewide Presence as defined in the instructions to the application.

Answer the following questions for the service or benefit you provided in 2009. Organizations that provided multiple services or categories of service should answer these questions for each significant service or benefit.

1. Who did you provide service to? Describe the beneficiaries of your service and give number of recipients.

2. What was the service that you provided? This should include data on the frequency and duration of the services. Describe how this service promotes human health and welfare.

3. When did you provide the service (dates/times/events)?

4. Where did you provide the service (location/address)?