**Section 2675.40 Contents of Application**

a) Each State Qualified Agency or umbrella organization must provide to the Advisory Board the name of the agency, the name of an agency contact person, and an office address and phone number for the agency contact person.

b) Each application will include the designation of at least one official representative with signature authorization, who can provide photographic identification upon request and who will be responsible for collection of cash/check contributions from the Cashiering Office within 60 days after the close of the CCFD.

c) Each application shall include a certification that the agency or organization is a State Qualified Agency under the provisions of the Voluntary Payroll Deductions Act of 1983. Evidence that an agency or organization is a State Qualified Agency shall at a minimum be a letter from the State Comptroller designating the agency or organization as a qualified organization.

d) Each application shall include the most recent annual audit and a management letter signed by the president or other authorized officer and the chief fiscal officer or independent auditor stating the administration and fund-raising expenses as a percentage of total expenditures, along with an address and telephone number of an office where donors can obtain information about local and community service funding.

e) Each application shall include a full description of the services provided by the agency or organization and an expression of interest in being included in the CCFD.

f) Within 15 working days, the Advisory Board will inform each applying agency or organization whether its application is complete. Failure to file a complete application by January 1 preceding the fall campaign will make the applicant ineligible to participate in the immediately following fall campaign.