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June 1, 2000

Attn: Angel L. Williamson, Reports Analyst
Reports Analysis Division
Federal Elections Commission
999 E Street, NW
Washington, DC 20463

Identification Number: C00300921
Reference: April Quarterly Report (1/1/00-3/31/00)

This memorandum is in response to your letter dated May 17, 2000 that was submitted due to concerns prompted by your review of the April Quarterly Report (1/1/00-3/31/00):

Office Sought & Congressional District Information
See the listing of the office sought including state and congressional district for the contributions listed in Schedule B (Line 23). **See Attachment 1.**

"Best Efforts"
In response to your concerns regarding our "best efforts" to obtain the full name, mailing address, occupation and name of employer for contributors who exceed the $200 threshold, the following procedures are performed:

- Clear and Conspicuous Request
All solicitations include an accurate and clear statement of the law's requirements for the collection and reporting of the above contributor information.

- Follow-Up Requests Within 30 Days
On a monthly basis, a report is generated that list all contributors who have contributed over $200 at the completion of the month. This report is then reviewed and any contributors identified who did not provide the FEC required information are identified. A written follow-up request is then sent to the contributors who provided the incomplete information. Due to the recent increase in the number of contributors who cause this situation, we are currently exploring options to automate this process because the current process is quite manual. All follow-up requests to contributors of more than $200 include the following wording:

> "To comply with Federal law, we must use best efforts to obtain, maintain, and submit the name, mailing address, occupation, name of employer of individuals whose contributions exceed $200 per calendar year."

Based on a follow-up request process regarding contributors who might be retirees, the following additional information on contributors for the April Quarterly Report 2000 was determined. **See Attachment 2.**

If you require any further information, please contact me at (202) 785-9619 or write me at the address shown below.

Sincerely,

C.E. Jones, Assistant Treasurer
Black America's PAC
2029 P Street, NW Suite 202
Washington, DC 20036

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