



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

April 24, 2003

RQ-3

Mr. Ed Carr, Treasurer  
KeySpan Energy Political Action Committee  
(KEYPAC)  
One Metrotech Center  
Brooklyn, NY 11201

Identification Number: C00343988

Reference: October Quarterly Report (7/1/02-9/30/02)

Dear Mr. Carr:

On April 2, 2003, you were notified that a review of the above-referenced report(s) raised questions as to specific contributions and/or expenditures, and the reporting of certain information required by the Federal Election Campaign Act.

Your April 14, 2003 response is incomplete because you have not provided all the requested information. For this response to be considered adequate, the following information is still required.

-The Commission acknowledges receipt of your amended report and the amended Schedule A listing all the contributions for which additional information was received. However, your report is still lacking the required information for a significant number of contributors. Please provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. In order to establish "best efforts" you must demonstrate each of the following:


- All original solicitations include a clear and conspicuous request for the contributor information and inform the contributor of the requirements of federal law for the reporting of such information.
- If the information is not provided, no later than 30 days after receipt of the contribution you must make one follow-up, stand alone effort to obtain this information by oral or written request, regardless of whether the contribution(s) was solicited or not.

- Clearly ask for the information, without soliciting a contribution.
- All oral follow-up requests are documented in writing.
- All written follow-up requests contain a pre-addressed post card or return envelope.

An adequate response must be received at the Commission by May 14, 2003. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions related to this matter, please contact Brandy Phillips on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or our local number (202) 694-1130.

Sincerely,



John D. Gibson  
Assistant Staff Director  
Reports Analysis Division

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