

UNITED PLANNING ORGANIZATION

DC COMMUNITY ACTION

301 Rhode Island Avenue, NW ■ Washington, DC 20001-1826

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Executive Director

2520040764556

July 8, 2003

Secretary of Labor
Top-Hat Plan Exemption
Pension and Welfare Benefits Administration
Room N-5644
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D. C. 20210

RE: 457(b) Deferred Compensation Plan

Dear Secretary:

Pursuant to Section 2520.104-23 of the Department of Labor's Regulations, this letter will serve as notice that, with respect to the 457(b) Deferred Compensation Plan ("the Plan"), the undersigned intends to utilize the alternative form of compliance with the reporting and disclosure requirements of Part 1 of Title 1 of the Employee Retirement Income Security Act of 1974 ("ERISA"), which alternative form of compliance is provided in the aforesaid Regulations Section.

Pursuant to Regulations Section 2520.104-23(b), the following information is provided:

1. Name and Address of Employer: United Planning Organization, 301 Rhode Island Avenue, N.W., Washington, D. C. 20001
2. Employer's Employer Identification Number: 56417 52-0788987
3. The Employer hereby declares that it maintains the Plan primarily for the purpose of providing deferred compensation for a select

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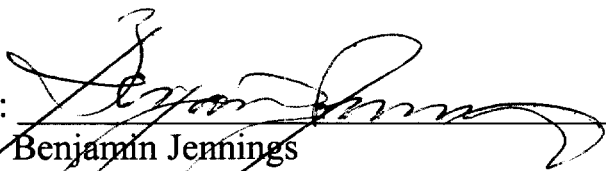
Telephone: (202) 238-4600 ■ FAX (202) 588-0270 ■ E-Mail: info@upo.org ■ UPO Website: www.upo.org

group of management or highly compensated employees, and that there are thirty-five (35) employees in such plan at this time.

Pursuant to Regulations Section 2520.104-23(b)(2), the Employer will provide Plan documents, if any, to the Secretary of Labor upon request as required by Section 104(a)(1) of ERISA.

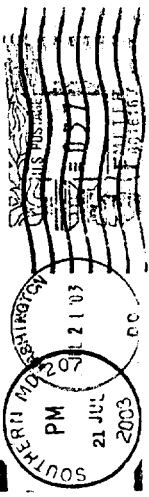
Very truly yours,

United Planning Organization

By: 
Benjamin Jennings
Executive Director/Secretary Board of Trustees
United Planning Organization

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