



PLAIN WRITING ACT
COMPLIANCE REPORT 2022



Overview

This report describes the Federal Housing Finance Agency's (FHFA) compliance with the Plain Writing Act of 2010 (Act). The purpose of the Act is to improve the effectiveness and accountability of federal agencies to the public by promoting clear government communication that the public can understand and use. The Act also defines the kinds of documents that are subject to the Act's requirements as follows:

(2) The term 'covered document'—

(A) means any document that—

(i) is necessary for obtaining any Federal Government benefit or service or filing taxes;

(ii) provides information about any Federal Government benefit or service; or

(iii) explains to the public how to comply with a requirement the Federal Government administers or enforces;

(B) includes (whether in paper or electronic form) a letter, publication, form, notice, or instruction; and

(C) does not include a regulation.¹

Effective writing is an FHFA priority, and the Agency is committed to publishing documents that are clear, concise, and well organized.

Plain Writing Compliance

FHFA has taken a number of steps to enhance the quality and clarity of writing that the Agency produces:

- **Prioritizing Clear and Effective Writing in FHFA Documents:** Senior FHFA leadership prioritizes and regularly communicates the importance of clear and

¹ 5 U.S.C. 301(a)(2)note

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effective writing in all FHFA documents, both those for internal use and those issued or available to the public. Agency policies highlight FHFA's commitment to producing documents that reflect strong analysis, collaboration, and clear writing.

- **Offering Writing Training for Staff:** To improve the ability of staff to write clearly and effectively, FHFA offers a variety of internal courses related to effective writing:
 - **Business Writing Principles Class:** This training targets employees who produce written work products in the Agency and want to increase the quality of first drafts and minimize revisions. The Agency plans to offer the training in-person when practicable. FHFA's Division of Enterprise Regulation hosted this training for some of their examination staff in 2022. The training was delivered as a two-session course, focused on: 1) Introduction to Effective Business Writing, and 2) Four Phases of the Writing Process. This course was followed by individual coaching/feedback for each participant.
 - **Franklin Covey's "Presentation Advantage":** This Franklin Covey training course helps employees to consistently produce presentations that are clearly written for a targeted audience.
 - **Franklin Covey's "Writing for Results":** This Franklin Covey training provides employees with an understanding of how clear and effective writing impacts one's personal credibility and professional ability to convey the proper message.
 - **Effective Expression - Professional Business Writing:** Two deliveries of this one-day course were offered as open enrollment learning opportunities. The course focuses on understanding and using good communication skills to ensure job success at any level. Participants in this professional business writing class gain key skills for effective writing under time restraints, presenting relevant issues succinctly with conclusions and supporting evidence, and writing clear and effective summaries and next steps.
 - **Plain Writing:** This one-day course addresses the essential elements of writing clear and concise government documents, such as regulations and guidance. This course does not endorse a rigid view of the tools that must be used by a writer of plain language. Rather, it provides techniques and strategies for clear communication and encourages an analytic, common-sense approach to writing clearly.

From December 2013 through year end 2022, approximately 399 FHFA employees have attended one or more of these courses.

- **Providing information on www.fhfa.gov:** FHFA works to communicate information to the public in a clear and effective manner on the Agency's website, www.fhfa.gov. The website integrates visual information and video communications along with clear written descriptions of FHFA initiatives and materials.

Contact Information for Plain Writing at FHFA

Samuel Frumkin, Executive Secretary, is the Senior Agency Official for Plain Writing and can be reached at plainlanguage@fhfa.gov. FHFA has posted information about Plain Writing on the Agency's website.

