

**Federal Housing Finance Agency**  
**Plain Writing Act Compliance Report**

**April 13, 2012**

This report describes the Federal Housing Finance Agency's compliance with the Plain Writing Act of 2010 (Act).

The Act is intended to make it easy for the public to understand government documents by requiring executive agencies to use plain writing in new or substantially revised "covered documents." The Act defines a covered document as one that is needed for obtaining any federal government benefit or service or filing taxes; provides information about any federal government benefit or service; or explains to the public how to comply with a requirement that the federal government administers or enforces.

Although relatively few of FHFA's documents are covered by the Act (FHFA does not directly provide benefits to the public), the agency is committed to writing documents that are clear, concise, and well organized.

Senior Agency Official for Plain Writing

The senior agency official for plain writing is Sandy Comenetz, Executive Advisor to the Acting Director, [plainlanguage@fhfa.gov](mailto:plainlanguage@fhfa.gov)

Communication of Plain Writing Act Requirements to FHFA Staff

The FHFA Director sent a notice to all FHFA staff explaining the requirements of the Plain Writing Act on July 13, 2011.

FHFA Plain Writing Website

FHFA established a plain writing website available at <http://www.fhfa.gov/PlainLanguage> which is accessible from the agency's homepage. The website contains an overview of the Act and affirms the agency's commitment to writing documents in plain language. The plain writing website also invites the public to submit comments about FHFA's documents to: [plainlanguage@fhfa.gov](mailto:plainlanguage@fhfa.gov).

Training

FHFA provided onsite plain writing training to certain staff who regularly write or edit documents. There were two programs; each was tailored to the type of writing performed by the attendees. We intentionally kept class sizes small to ensure opportunity for individual feedback on each participant's written work. We will continue to provide training to staff who write or edit documents, and to those for whom writing or editing is not a significant responsibility, but who would like to receive training.