

U.S. Department of Housing and Urban Development

Plain Writing Act Compliance Report

July 13, 2011

The Plain Writing Act of 2010 requires federal agencies to write all new publications, forms and publicly distributed documents in a “clear, concise, well-organized” manner by October 13, 2011. HUD’s Plain Language efforts started with its public website, which was redesigned in 2009, consistent with Plain Language Guidelines. The launch of HUD’s FaceBook pages and Twitter feeds were also consistent with the guidelines. Other documents, including letters and correspondence to the public; forms and applications for services or information; and hard-copy and electronic information intended for the public will follow or are currently underway.

The following agency communications have been released consistent with the Plain Writing guidelines.

Type of communications of document or posting. List how this is made available to the public	Who is the intended user and approximate number of potential users	What has changed by using Plain Writing
HUD Website (www.hud.gov)	General public, business partners, media (3.2 million/month)	Website recently redesigned following plain writing guidelines
Social Media (FaceBook, Twitter, Blog)	General public, business partners, media	Recently launched.

HUD has informed staff of Plain Writing Act’s requirements by:

- Posting information on the Plain Writing Act on our Intranet.
- Publishing an article on the Plain Writing Act and its requirements in HUD Happenings, the agency weekly newsletter.

Training

HUD will provide or has already provided the following employee trainings on Plain Writing:

Type of Training	Number of employees trained	Date
Webinars	Employees have taken plain language classes through Web Manager University	

Ongoing compliance

- HUD will document and report use of plain writing in agency communications by linking to new and revised documents from our plain writing web page.
- HUD will establish a clearance process that requires all documents covered by the Act to be reviewed for plain writing before being issued.

HUD's Plain Language Website

- **URL:** www.hud.gov/plainlanguage.
- Contact us about documents in plain language: webmanager@hud.gov:
- The following HUD documents are covered by the Plain Writing Act
 - HUD's website (www.hud.gov)
 - HUD's social media sites, including FaceBook and Twitter
 - HUD Forms
 - Letters and correspondence
- HUD's Compliance Reports

Resources

- [OMB Final Guidance on Implementing the Plain Writing Act of 2010](#) (PDF, 269 KB, 6 pages, April 2011, requires [Adobe Acrobat Reader](#))
- [OMB Memorandum](#) (PDF, 62 KB, 3 pages, November 2010, requires [Adobe Acrobat Reader](#))
- [Plain Writing Act of 2010](#) (PDF, 153 KB, 3 pages, January 2010, requires [Adobe Acrobat Reader](#))
- Plainlanguage.gov
- [Center for Plain Language](#)