

**AMENDMENT TO THE AMENDMENT TO H.R. 5297,  
AS REPORTED  
OFFERED BY MR. BRALEY OF IOWA**

Add at the end the following new title:

**1 TITLE IV—PLAIN WRITING ACT**

**2 SECTION 401. SHORT TITLE.**

3 This title may be cited as the “Plain Writing Act of  
4 2010”.

**5 SEC. 402. PURPOSE.**

6 The purpose of this title is to improve the effective-  
7 ness and accountability of Federal agencies to the public  
8 by promoting clear Government communication that the  
9 public can understand and use.

**10 SEC. 403. DEFINITIONS.**

11 In this title:

12 (1) AGENCY.—The term “agency” means the  
13 Department of the Treasury and the Small Business  
14 Administration.

15 (2) COVERED DOCUMENT.—The term “covered  
16 document”—

17 (A) means any document that—

1 (i) is relevant to obtaining any Fed-  
2 eral Government benefit or service pro-  
3 vided under title I, II, or III;

4 (ii) provides information about any  
5 Federal Government benefit or service pro-  
6 vided under title I, II, or III; or

7 (iii) explains to the public how to com-  
8 ply with a requirement the Federal Gov-  
9 ernment administers or enforces under title  
10 I, II, or III;

11 (B) includes (whether in paper or elec-  
12 tronic form) a letter, publication, form, notice,  
13 or instruction; and

14 (C) does not include a regulation.

15 (3) PLAIN WRITING.—The term “plain writing”  
16 means writing that the intended audience can read-  
17 ily understand and use because that writing is clear,  
18 concise, well-organized, and follows other best prac-  
19 tices of plain writing.

20 **SEC. 404. RESPONSIBILITIES OF FEDERAL AGENCIES.**

21 (a) PREPARATION FOR IMPLEMENTATION OF PLAIN  
22 WRITING REQUIREMENTS.—

23 (1) IN GENERAL.—Not later than 9 months  
24 after the date of enactment of this title, the head of  
25 each agency shall—

1 (A) designate 1 or more senior officials  
2 within the agency to oversee the agency imple-  
3 mentation of this title;

4 (B) communicate the requirements of this  
5 title to the employees of the agency;

6 (C) train employees of the agency in plain  
7 writing;

8 (D) establish a process for overseeing the  
9 ongoing compliance of the agency with the re-  
10 quirements of this title;

11 (E) create and maintain a plain writing  
12 section of the agency's website that is accessible  
13 from the homepage of the agency's website; and

14 (F) designate 1 or more agency points-of-  
15 contact to receive and respond to public input  
16 on—

17 (i) agency implementation of this title;

18 and

19 (ii) the agency reports required under  
20 section 405.

21 (2) WEBSITE.—The plain writing section de-  
22 scribed under paragraph (1)(E) shall—

23 (A) inform the public of agency compliance  
24 with the requirements of this title; and

1 (B) provide a mechanism for the agency to  
2 receive and respond to public input on—

3 (i) agency implementation of this title;  
4 and  
5 (ii) the agency reports required under  
6 section 405.

7 (b) REQUIREMENT TO USE PLAIN WRITING IN NEW  
8 DOCUMENTS.—Beginning not later than 1 year after the  
9 date of enactment of this title, each agency shall use plain  
10 writing in every covered document of the agency that the  
11 agency issues or substantially revises.

12 (c) GUIDANCE.—In carrying out the provisions of this  
13 title, agencies may follow the guidance of—

14 (1) the writing guidelines developed by the  
15 Plain Language Action and Information Network; or  
16 (2) guidance provided by the head of the agen-  
17 cy.

18 **SEC. 405. REPORTS TO CONGRESS.**

19 (a) INITIAL REPORT.—Not later than 9 months after  
20 the date of enactment of this title, the head of each agency  
21 shall publish on the plain writing section of the agency's  
22 website a report that describes the agency plan for compli-  
23 ance with the requirements of this title.

24 (b) ANNUAL COMPLIANCE REPORT.—Not later than  
25 18 months after the date of enactment of this title, and

1 annually thereafter, the head of each agency shall publish  
2 on the plain writing section of the agency's website a re-  
3 port on agency compliance with the requirements of this  
4 title.

