

SBA 2018 Plain Language Compliance Report

Introduction

The Plain Writing Act of 2010 (the Act) requires federal agencies to prepare certain documents according to plain writing guidelines. These "covered documents" include documents relating to agency benefits and services and compliance with agency law and regulations. They include both paper and electronic versions of documents such as letters, notices, publications, forms, and instructions.

You may find guidance on complying with the Act's plain writing mandate in OMB's April 13, 2011 memorandum, *Final Guidance on Implementing the Plain Writing Act of 2010*.

The Act requires federal agencies to post Annual Compliance Reports. This is the U.S. Small Business Administration's annual report for 2017.

Implementation of the Act at the SBA

The SBA took appropriate steps, as required by the Act, to implement the Act in 2011. Recognizing that the Act creates a continuing obligation on covered agencies, SBA officials have continued their focus on increasing and reinforcing employee awareness of the Act, as well as monitoring compliance with the Act.

The SBA's Office of Executive Secretariat continues to encourage employees to complete the Plain Writing training, classes, and other related writing activities that stress plain writing principles. In 2017, the SBA offered two Practical Writing classes to Agency employees and three Plain Language Brown Bag Lunch and Learn Sessions (see Attachment 1). In addition, the Department of Health and Human Services (HHS) sought the SBA's Plain Language expertise to conduct Plain Language training for both HHS employees and SBA employees, which the SBA facilitated on April 20, 2017.

Furthermore, the SBA published in the SBA Daily, the Agency's internal daily newsletter, four Plain Language Tips, which effectively provided every employee throughout the Agency, both in the field offices and within headquarters, with tools to ensure compliance with Plain Language requirements. Moreover, the SBA's Office of the Executive Secretariat vets and edits all correspondence to ensure Plain Language compliance.

Finally, the SBA earned the following scores on the 2017 Federal Plain Language Report Card.

[Writing and Information Design: FAQ](#)

B-

[Data Infographic](#)

A-

Data on Plain Writing Training for SBA Employees

TRAINING and DATES

Plain Language Practical Writing Class

May 24, 2017

June 21, 2017

Plain Language Brown Bag Lunch and Learn Session

April 19, 2017

May 3, 2017

May 31, 2017

April 20, 2017*

Published Plain Language Tip in SBA Daily

March 8, 2017

March 17, 2017

May 25, 2017

October 25, 2017

*Facilitated a Brown Bag Lunch and Learn for employees at the Department of Health and Human Services and the Small Business Administration.