REGULATORY DRAFTING

• Resource: PlainLanguage.Gov

• Use Lots of Informative Headings

• Use Question-and-Answer Format

• Use Personal Pronouns
B E F O R E :  Few Headers—Opaque, Vague, General

- Special Grants For Economic and Core Management Grants to Small Tribes
- § 254.11 Native American Rights
- § 254.12 Applications
- § 254.13 Multi-tribal grants
- § 254.14 Administrative requirements
- § 254.15 Appeals
Economic Developments and Core Management Grants to Small Tribes

- § 254.11 How do the procedures in this part affect Native American rights?
- § 254.12 How do I apply for a grant under this part?
- § 254.13 When must I submit my application?
- § 254.14 Can a multi-tribal organization submit a single grant request?
- § 254.15 What special information is required for an application by a multi-tribal organization?
- § 254.16 Must each tribe in a multi-tribal organization submit certification forms and budget?
- § 254.17 If I receive a grant under this part, what requirements must I follow?
Use “You” and “I” for the Reader.

**BEFORE**

• Copies of tax returns must be provided

• Submission of applications

**AFTER**

• You must provide copies of your tax return.

• What must I do if I want a loan?
Use “We” for the Agency.

**BEFORE**
- Loan applications will be reviewed to ensure that procedures have been followed.
- The Office of Consumer Affairs will process your application within 30 days after receipt.

**AFTER**
- We will review your loan application to ensure that you have followed our procedures.
- We will process your application within 30 days of receiving it.
Use “If-Then” Tables.

“If-then tables are a powerful tool for simplifying complicated regulatory material. By laying out complex provisions visually, you help the reader to see relationships in a way that dense text never could. Tables almost always use many fewer words than a straight textual explanation would use.”

John Strylowski, “Using Tables to Present Complex Ideas”
BEFORE: Is this clear to you?

The processing office must receive your completed application for reduced royalty payments on or before the 15\textsuperscript{th} day of the second month following the month you are reporting if you do not submit your application electronically, or the 25\textsuperscript{th} day of the second month following the month you are reporting if you submit your application electronically.
**AFTER:** Is this clearer to you?

<table>
<thead>
<tr>
<th>If you submit your application...</th>
<th>then the processing office must receive it by...</th>
</tr>
</thead>
<tbody>
<tr>
<td>electronically</td>
<td>the 25&lt;sup&gt;th&lt;/sup&gt; day of the second month following the month you are reporting.</td>
</tr>
<tr>
<td>other than electronically</td>
<td>the 15&lt;sup&gt;th&lt;/sup&gt; day of the second month following the month you are reporting.</td>
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