

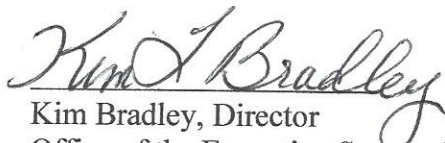


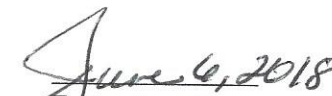
U.S. Small Business
Administration

PLAIN LANGUAGE ACT OF 2010 COMPLIANCE CERTIFICATION

As the Director for the U.S. Small Business Administration's (SBA) Office of the Executive Secretariat, I certify to the following regarding the SBA's compliance with the Plain Language Writing Act of 2010 (the Act) (Public Law Number: 111-274):

1. I am personally aware of the requirements of the Act.
2. I have designated a division an Office Coordinator to serve as the SBA's focal point for matters related to the Act.
3. I have communicated with SBA employees, either personally, through my designee, or through responsible managers, about the provisions of the Act and its applicability to the SBA.
4. I have made good faith effort, either personally, through my designee, or responsible managers, to identify any "covered documents" prepared by the SBA.
5. To the best of my knowledge, SBA employees who prepare covered documents have taken a Plain Language Writing course offered by the Agency, and I, or my designee or responsible managers, will continue to ensure that these employees are aware of the availability of this training.
6. Reviewing officials in the SBA consider provisions of the Act when they review and modify covered documents.
7. To the best of my knowledge, I believe that SBA employees are in compliance with the provisions of the Plain Writing act.
8. To the extent any instances of non-compliance with the Act are identified, I (through my designee or responsible managers) will discuss these instances with the appropriate employees, provide further training opportunities as needed, and take action as necessary and appropriate to ensure compliance.


Kim Bradley, Director
Office of the Executive Secretariat


Date