

*(Sellers/Lessors)*

- 745.107 Disclosure requirements for sellers and lessors.
- 745.110 Opportunity to conduct an evaluation.
- 745.113 Certification and acknowledgment of disclosure.

\* \* \*

#### Subpart L — Lead-Based Paint Activities

*(Training programs)*

- 745.225 Accreditation of training programs: target housing and child-occupied facilities.
- 745.226 Certification of individuals and firms engaged in lead-based paint activities: target housing and child-occupied facilities.
- 745.227 Work practice standards for conducting lead-based paint activities: target housing and child-occupied facilities.

\* \* \*

#### Subpart Q — State And Indian Tribal Programs

*(States and Tribes)*

\* \* \*

- 745.324 Authorization of State or Tribal programs.
- 745.325 Lead-based paint activities: State and Tribal program requirements.
- 745.326 Renovation: State and Tribal program requirements.
- 745.327 State or Indian Tribal lead-based paint compliance and enforcement programs.

#### **Sources**

- Murawski, Thomas A., *Writing Readable Regulations*, 1999, Carolina Academic Press Durham, NC, p. 4.
- Redish, Janice C., *How to Write Regulations and Other Legal Documents in Clear English*, 1991, American Institutes for Research, Washington, DC, p. 17.

## II. Organize

---

Organization is key. Start by stating the document's purpose and its bottom line. Eliminate filler and unnecessary content. Put the most important information at the beginning and include background information (when necessary) toward the end.

## a. Organize to meet your readers' needs

---

People read documents and visit websites to get answers. They want to know how to do something or what happens if they don't do something and they want to gain this knowledge quickly-. Organize your document to respond to these concerns.

Think through the questions your audience is likely to ask and then organize your material in the order they'd ask them. For regulations and other complex documents, create a comprehensive table of contents. Your table of contents should be a reliable road map that users can follow to quickly find the information they need.

### Chronological organization

Regulations frequently address processes. Chronological organization is best for process information: you fill out an application to get a benefit; you submit the application; the agency reviews the application; the agency makes a decision on the application. Present the steps chronologically, in the order your user and your agency will follow them. The table of contents below is organized in a logical sequence for a grant program.

Organized chronologically
Part 791–Gifted and Talented Students
Subpart A: How the Grant Program Works
Sec.
791.1 What is the Gifted and Talented Students Education Program?
791.2 Am I eligible for a grant?
791.3 What activities are appropriate for grant funding?
Subpart B: How to Apply for an Award
791.10 Where do I write to obtain a grant application?
791.11 What materials do I need to submit to be considered for a grant?
791.12 Where do I send my application?