



Policy and procedure

Approved: , Executive Director

Appendix E: Guide to testing

Effective date: May 1, 2024

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Questions: Accessibility Officer

If you need digital accessibility assistance, submit a request at drcog.org/access or call 303-455-1000. Please expect a response within 72 hours (three business days).

Requirements

- Digital products in active use must meet the Web Content Accessibility Guidelines 2.1 A and AA standard.
- Automated and manual testing are necessary to evaluate WCAG criteria.

Definition

Active use means regularly used by members of the public to apply for, gain access to, or participate in a public entity's services, programs, or activities. Active use also means currently used by employees to perform their job duties. Information and communication technology in active use includes the authorized, official version or versions, not previous versions that may still be available, archives, working products, or not-for-public-review drafts.

Products

1. Word documents
2. Excel spreadsheets
3. PowerPoint presentations
4. In Design
5. Outlook emails and eblasts
6. PDFs
7. PDF fillable forms
8. PDF maps
9. Graphics (non-data, exportable)
10. Graphics (data, exportable such as JPG, SVG, PDF, Powerpoint, Word, Excel)
11. Graphics (data, embeddable such as Infogram, Plotly, Shiny App, Power BI)
12. Multimedia (audio/video)
13. Social media
14. Web content
15. Websites
16. Webmaps and storymaps
17. Websites with PII/PHI
18. Third-party software
19. Hardware with GUIs



Testers

The creator or owner of the digital product is responsible for testing it for accessibility. If the creator or owner is a consultant, they are responsible for testing as part of their contract with DRCOG, and the DRCOG staff managing their contract is responsible for testing as well. The only products exempt from testing by DRCOG staff are those that originate from an external entity that was not funded by DRCOG to create the product.

Product	Tester
Word documents	Creator – all staff
Excel spreadsheets	Creator – all staff
PowerPoint presentations	Creator – all staff
In Design	Creator – only staff with an Adobe InDesign license.
Outlook emails	Creator – all staff
Eblasts	Creator – only designated “agency” drafters
PDFs	Creator – only staff with an Adobe Acrobat Pro license and a CommonLook license
PDF maps	Creator – only staff with an ArcGIS Pro license, an Adobe Acrobat Pro license and a CommonLook license
PDF fillable forms	Creator – only staff with an Adobe Acrobat Pro license and a CommonLook license
Graphics (non-data, exportable)	Creator – most often staff on the CAM design team, but could be anyone on staff
Graphics (data, exportable)	Creator – all staff
Graphics (data, embeddable)	Creator – most often staff on the Data Analytics team or GIS team, but could be anyone on staff
Multimedia (audio/video)	Creator - most often staff on the CAM design team, but could be anyone on staff
Social media	Creator – only staff with administrative access to DRCOG social media platforms
Web content	Creator – only staff designated and trained to update web content.
Websites	Owner – only staff on the software development team and vendors.
Webmaps and storymaps	Creator – only staff on the GIS team
Websites with PII/PHI	Owner – only website administrators that have received HIPAA training
Third-party software	Owner – staff that maintain the subscription
Hardware with GUIs	Owner – only staff on the IT team

Timing

Product	During development	Before publication	During maintenance
Word documents	Only upon request or if drafts are shared externally	Yes	N/a
Excel spreadsheets	Only upon request or if drafts are shared externally	Yes	N/a
PowerPoint presentations	Only upon request or if drafts are shared externally	Yes	N/a
In Design	Only upon request	Yes	N/a
Outlook emails and eblasts	N/a	Yes	N/a
PDFs	N/a	Yes	N/a
PDF fillable forms	N/a	Yes	N/a
PDF maps	N/a	Yes	N/a
Graphics (non-data, exportable)	N/a	Yes	N/a
Graphics (data, exportable)	N/a	Yes	N/a
Graphics (data, embeddable)	N/a	Yes	Yes
Multimedia (audio/video)	N/a	Yes	N/a
Social media	N/a	Yes	N/a
Web content	N/a	Yes	Yes
Websites	Yes	Yes	Yes
Webmaps and storymaps	Yes	Yes	Yes
Websites with PII/PHI	Yes	Yes	Yes
Third-party software	N/a	Yes	Yes
Hardware with GUIs	N/a	Yes	Yes

Tools

Product	Automated	Manual
Word documents	Microsoft Accessibility Checker	Checklist developed by DRCOG
Excel spreadsheets	Microsoft Accessibility Checker	Checklist developed by DRCOG
PowerPoint presentations	Microsoft Accessibility Checker	Checklist developed by DRCOG
In Design	Adobe Accessibility Checker	Checklist developed by DRCOG
Outlook emails	Microsoft Accessibility Checker	Checklist developed by DRCOG
Eblasts	Microsoft Accessibility Checker	Checklist developed by DRCOG
PDFs	CommonLook	Checklist developed by DRCOG
PDF fillable forms	CommonLook	Checklist developed by DRCOG
PDF maps	CommonLook	Checklist developed by DRCOG
Graphics (non-data, exportable)	Color Contrast Analyzer	Checklist developed by DRCOG
Graphics (data, exportable)	Color Contrast Analyzer	Checklist developed by DRCOG
Graphics (data, embeddable)	N/a	Checklist developed by DRCOG
Multimedia (audio/video)	N/a	Checklist developed by DRCOG
Social media	N/a	Checklist developed by DRCOG
Web content	N/a	Checklist developed by DRCOG
Websites	Deque Axe DevTools	Checklist developed by DRCOG
Webmaps and storymaps	N/a	Checklist developed by DRCOG
Websites with PII/PHI	N/a -not allowed	NVDA
Third-party software	N/a	N/a
Hardware with GUIs	N/a	N/a

Documentation

Product	Documentation
Word documents	N/a
Excel spreadsheets	N/a
PowerPoint presentations	N/a
In Design	N/a
Outlook emails and eblasts	N/a
PDFs	Save CommonLook report with final file.
PDF fillable forms	Save CommonLook report with final file.
PDF maps	Save CommonLook report with final file.
Graphics (non-data, exportable)	N/a
Graphics (data, exportable)	N/a
Graphics (data, embeddable)	N/a
Multimedia (audio/video)	N/a
Social media	N/a
Web content	N/a
Websites	N/a
Webmaps and storymaps	Save with other relevant information.
Websites with PII/PHI	Save with other relevant information.
Third-party software	Save with the purchasing documentation.
Hardware with GUIs	N/a

Checklists

MAC – Microsoft Accessibility Checker

CCA – Color Contrast Analyzer

CL PDF – CommonLook PDF

Word documents

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	Images are in line with text and have alt text.	Auto	MAC	1.1.1
<input type="checkbox"/>	Color contrast is sufficient. The ratio between text and background should be 4.5:1. The ratio between non-text and background should be 3:1.	Auto	MAC	1.4.3, 1.4.11
<input type="checkbox"/>	Document structure is created using built-in headings and styles.	Auto	MAC	2.4.6
<input type="checkbox"/>	Lists and columns are created using built in bulleted or numbered list options.	Auto	MAC	2.4.6
<input type="checkbox"/>	Data tables do not contain symbols or graphics, blank rows or columns, or merged, split or nested cells.	Auto	MAC	1.3.1
<input type="checkbox"/>	Tables have alt text and a table header.	Auto	MAC	1.1.1, 1.3.1
<input type="checkbox"/>	If the document language is other than English, Set Proofing Language is used to define the language.	Auto	MAC	3.1.1, 3.1.2
<input type="checkbox"/>	Accessibility Checker indicates no errors.	Manual	MAC	
<input type="checkbox"/>	If available, an accessible template from CAM is used.	Manual	Templates	
<input type="checkbox"/>	Accessibility statement is included.	Manual		3.2.6
<input type="checkbox"/>	Font can be magnified to 200% without loss in readability.	Manual		1.4.4
<input type="checkbox"/>	Sentence case is used. Text is not in all caps.	Manual	Appendix B	3.1
<input type="checkbox"/>	Acronyms are spelled out, in most cases.	Manual	Appendix B	3.1
<input type="checkbox"/>	Underlines are used sparingly	Manual	Appendix B	3.1
<input type="checkbox"/>	Content is written using simple language.	Manual	Appendix B	3.1
<input type="checkbox"/>	Color, size, shape, and position are not used as the sole way to convey information.	Manual		1.4.1
<input type="checkbox"/>	Alt text for images, tables, and charts is meaningful and consistent.	Manual	Appendix C	1.1.1
<input type="checkbox"/>	Images that do not convey information are marked as decorative.	Manual		1.1.1
<input type="checkbox"/>	Links are described with meaningful text.	Manual		2.4.4
<input type="checkbox"/>	The document structure makes sense and presents content in a meaningful order.	Manual		1.3.2, 2.4.6
<input type="checkbox"/>	Document has a title, not just a file name	Manual		
<input type="checkbox"/>	No information other than letterhead and page numbers are inside a header or footer.	Manual		
<input type="checkbox"/>	Save to Adobe PDF and/or export to PDF so that document structure is maintained. Do not “print to PDF” or “Save as PDF.”	Manual		

Excel spreadsheets

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	Color contrast is sufficient. The ratio between text and background should be 4.5:1. The ratio between non-text and background should be 3:1.	Auto	MAC	1.4.3, 1.4.11
<input type="checkbox"/>	Data tables do not contain symbols or graphics, blank rows or columns, or merged, split or nested cells.	Auto	MAC	1.3.1
<input type="checkbox"/>	Data is defined, named, and has a header row using Table Design.	Auto	MAC	1.1.1, 1.3.1
<input type="checkbox"/>	If the document language is other than English, Set Proofing Language is used to define the language.	Auto	MAC	3.1.1, 3.1.2
<input type="checkbox"/>	Accessibility Checker indicates no errors.	Manual	MAC	
<input type="checkbox"/>	Vital information like title, header/footer, and watermark information is included in cell A1.	Manual		
<input type="checkbox"/>	Worksheets have unique and descriptive names.	Manual		2.4.2
<input type="checkbox"/>	Blank worksheets have been deleted	Manual		
<input type="checkbox"/>	Accessibility statement is included.	Manual		3.2.6
<input type="checkbox"/>	Font can be magnified to 200% without loss in readability.	Manual		1.4.4
<input type="checkbox"/>	Sentence case is used. Text is not in all caps.	Manual	Appendix B	3.1
<input type="checkbox"/>	Acronyms are spelled out, in most cases.	Manual	Appendix B	3.1
<input type="checkbox"/>	Underlines are used sparingly	Manual	Appendix B	3.1
<input type="checkbox"/>	Content is written using simple language.	Manual	Appendix B	3.1
<input type="checkbox"/>	Color, size, shape, and position are not used as the sole way to convey information.	Manual		1.4.1
<input type="checkbox"/>	Alt text for images, tables, and charts is meaningful and consistent.	Manual	Appendix C	1.1.1
<input type="checkbox"/>	Links are described with meaningful text.	Manual		2.4.4
<input type="checkbox"/>	Charts have descriptive and legible titles and labels.	Manual		
<input type="checkbox"/>	The document structure makes sense and presents content in a meaningful order.	Manual		1.3.2, 2.4.6
<input type="checkbox"/>	Worksheets can be navigated using the arrow keys.	Manual		2.1.2
<input type="checkbox"/>	Save to Adobe PDF and/or export to PDF so that document structure is maintained. Do not “print to PDF” or “Save as PDF.”	Manual		

PowerPoint presentations

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	Images have alt text.	Auto	MAC	1.1.1
<input type="checkbox"/>	Color contrast is sufficient. The ratio between text and background should be 4.5:1. The ratio between non-text and background should be 3:1.	Auto	MAC	1.4.3, 1.4.11
<input type="checkbox"/>	Document structure is created using built-in headings and styles.	Auto	MAC	2.4.6
<input type="checkbox"/>	Lists and columns are created using built in bulleted or numbered list options.	Auto	MAC	2.4.6
<input type="checkbox"/>	Data tables do not contain symbols or graphics, blank rows or columns, or merged, split or nested cells.	Auto	MAC	1.3.1
<input type="checkbox"/>	Tables have alt text and a table header.	Auto	MAC	1.1.1, 1.3.1
<input type="checkbox"/>	If the document language is other than English, Set Proofing Language is used to define the language.	Auto	MAC	3.1.1, 3.1.2
<input type="checkbox"/>	Each slide has a unique title	Auto	MAC	
<input type="checkbox"/>	If available, an accessible template from CAM is used.	Manual	Templates	n/a
<input type="checkbox"/>	Accessibility statement is included.	Manual		n/a
<input type="checkbox"/>	Accessibility Checker indicates no errors.	Manual		n/a
<input type="checkbox"/>	There are no flashing objects.	Manual		2.3.1
<input type="checkbox"/>	Reading order is correct on each slide.	Manual		1.3.2
<input type="checkbox"/>	Embedded audio-only files have a transcript.	Manual		1.2
<input type="checkbox"/>	Embedded video-only files have a text description.	Manual		1.2
<input type="checkbox"/>	Embedded multimedia files (audio and visual) have synchronized captions and audio descriptions.	Manual		1.2
<input type="checkbox"/>	Font can be magnified to 200% without loss in readability.	Manual		1.4.4
<input type="checkbox"/>	Sentence case is used. Text is not in all caps.	Manual	Appendix B	
<input type="checkbox"/>	Acronyms are spelled out, in most cases.	Manual	Appendix B	3.1.1, 3.1.2
<input type="checkbox"/>	Underlines are used sparingly	Manual	Appendix B	
<input type="checkbox"/>	Content is written using simple language.	Manual	Appendix B	3.1.1, 3.1.2
<input type="checkbox"/>	Color, size, shape, and position are not used as the sole way to convey information.	Manual		1.4.1
<input type="checkbox"/>	Alt text for images, tables, and charts is meaningful and consistent.	Manual	Appendix C	1.1.1
<input type="checkbox"/>	Images that do not convey information are marked as decorative.	Manual		1.1.1
<input type="checkbox"/>	Links are described with meaningful text.	Manual		2.4.4
<input type="checkbox"/>	Save to Adobe PDF and/or export to PDF so that document structure is maintained. Do not “print to PDF” or “Save as PDF.”	Manual		

PowerPoint presentation FAQs:

Question: For a common experience for all attendees, it would seem the easiest approach would be to only include text. Is there guidance to find that middle ground (if that is what is desired)?

Answer: DRCOG recommends not removing images because of their proven power to engage audiences. The best approach is simply to be thoughtful about why you are including images and to ensure that your images and text work together to convey your message. That approach should make writing alt text easier.

Question: If I have a bulleted list that extends across several slides, how do I create unique slide titles?

Answer: If you have two slides with the same content, consider this option: Slide title, Slide title (continued). If you have more than two slides, consider: Slide title, Slide title (Part 2), Slide title (Part 3). Alternatively, you can organize the list into related bundles and then name the slides by the commonality that that portion of the list shares. If you need help, reach out to CAM for guidance.

Question: If I include a video in my presentation that was created by a third-party, am I responsible for transcribing it?

Answer: If you link to the video, you don't need to transcribe it. If you embed the video, then you do need to transcribe it.

InDesign

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	Ensure all graphics pass contrast checker.	Manual	CCA	
<input type="checkbox"/>	Only import linked graphics that at least 250 dpi at 100%. Do not scale graphics such that the dpi degrades below 250 dpi.	Manual		
<input type="checkbox"/>	Ensure all links have alt text.	Manual	Appendix C	
<input type="checkbox"/>	Ensure all images have alt text.	Manual	Appendix C	
<input type="checkbox"/>	Ensure all type is 12 points or larger.	Manual	Appendix B	
<input type="checkbox"/>	Ensure the accessibility statement is included.	Manual		
<input type="checkbox"/>	Ensure any text exceeding two lines is left-aligned	Manual		
<input type="checkbox"/>	Do not justify text. Left-aligned text (also known as "ragged right") is the most accessible.	Manual		
<input type="checkbox"/>	Present content in a meaningful reading order.	Manual		

Outlook emails and eblasts

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	Images are in line with text and have alt text.	Auto	MAC	1.1.1
<input type="checkbox"/>	Color contrast is sufficient. The ratio between text and background should be 4.5:1. The ratio between non-text and background should be 3:1.	Auto	MAC, CCA	1.4.3, 1.4.11
<input type="checkbox"/>	Document structure is created using built-in headings and styles.	Auto	MAC	2.4.6

<input type="checkbox"/>	Lists and columns are created using built in bulleted or numbered list options.	Auto	MAC	2.4.6
<input type="checkbox"/>	Data tables do not contain symbols or graphics, blank rows or columns, or merged, split or nested cells.	Auto	MAC	1.3.1
<input type="checkbox"/>	Tables have alt text and a table header.	Auto	MAC	1.1.1, 1.3.1
<input type="checkbox"/>	If the document language is other than English, Set Proofing Language is used to define the language.	Auto	MAC	3.1.1, 3.1.2
<input type="checkbox"/>	Note if any of the recipients have requested accessible mail.	Auto		
<input type="checkbox"/>	Accessibility Checker indicates no errors.	Manual	MAC	n/a
<input type="checkbox"/>	Ensure that the most up to date e-signature is being used.	Manual		
<input type="checkbox"/>	Use HMTL formatting.	Manual		
<input type="checkbox"/>	Avoid using a background.	Manual		
<input type="checkbox"/>	Data tables do not require the recipient to use the horizontal scroll.	Manual		
<input type="checkbox"/>	Accessibility statement is included.	Manual		n/a
<input type="checkbox"/>	Font can be magnified to 200% without loss in readability.	Manual		1.4.4
<input type="checkbox"/>	Sentence case is used. Text is not in all caps.	Manual	Appendix B	
<input type="checkbox"/>	Acronyms are spelled out, in most cases.	Manual	Appendix B	3.1
<input type="checkbox"/>	Underlines are used sparingly	Manual	Appendix B	
<input type="checkbox"/>	Content is written using simple language.	Manual	Appendix B	3.1
<input type="checkbox"/>	Color, size, shape, and position are not used as the sole way to convey information.	Manual		1.4.1
<input type="checkbox"/>	Alt text for images, tables, and charts is meaningful and consistent.	Manual	Appendix C	1.1.1
<input type="checkbox"/>	Images that do not convey information are marked as decorative.	Manual		1.1.1
<input type="checkbox"/>	Links are described with meaningful text.	Manual		2.4.4
<input type="checkbox"/>	The document structure makes sense and presents content in a meaningful order.	Manual		2.4.6
	If creating templates, do not add text to header graphics.			

PDFs

Checklists for the source file (e.g., Word document, Excel spreadsheet, PowerPoint presentation, InDesign) must be completed before using the PDF checklist.

Done	Criteria	Method	Tool
<input type="checkbox"/>	Ensure that the testing checklists have been satisfied for the source file (e.g., Word, Excel, PowerPoint, etc.)	Manual	MAC
<input type="checkbox"/>	All relevant WCAG criteria	Both	CL PDF

PDF fillable forms

The checklist for PDFs must be completed before using the PDF fillable forms checklist.

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	Ensure the purpose of input fields is programmatically determinable.	Both	CL PDF	1.3.5
<input type="checkbox"/>	Ensure there are labels or instructions for user input.	Both	CL PDF	3.3.2
<input type="checkbox"/>	Ensure that any errors are described to the user.	Both	CL PDF	3.3.1
<input type="checkbox"/>	Ensure that any errors include a suggestion for how the user should resolve it.	Both	CL PDF	3.3.3
<input type="checkbox"/>	Ensure that legal, financial, or data commitments can be reversed.	Both	CL PDF	3.3.4
<input type="checkbox"/>	Ensure that redundant entry is not required.	Both	CL PDF	3.3.7
<input type="checkbox"/>	All functionality of the content is operable through a keyboard interface.	Both	CL PDF	2.1.1
<input type="checkbox"/>	The user can move between components with just the keyboard.	Both	CL PDF	2.1.2

PDF maps

[Checklist](#) provided by the Office of Information Technology.

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	There is alternative text for the map.	Auto	CL PDF, Appendix C	1.1.1
<input type="checkbox"/>	There are appropriate tags. Either added in by a GIS software or manually added in by a software like Adobe Acrobat.	Auto	CL PDF	
<input type="checkbox"/>	The reading order of the PDF makes sense.	Auto	CL PDF	1.3.2, 2.4.6
<input type="checkbox"/>	North arrows, legends, and scales do not have alternative text and are not tagged.	Auto	CL PDF	
<input type="checkbox"/>	There is metadata for the document.	Manual		
<input type="checkbox"/>	If possible, a description of the map is on the page.	Manual		
<input type="checkbox"/>	Another format of the data is available, either by table or hyperlink.	Manual		

<input type="checkbox"/>	A human contact is provided (accessibility statement).	Manual		
<input type="checkbox"/>	Minimum font size for labels should be 6pt, and the minimum font size for explanatory text should be 12pt (or 16px). For inset maps, keep labels at least 6pt.	Manual		

Graphics (non-data, exportable)

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	Non-text content has alt text.	Manual	Appendix C	1.1.1
<input type="checkbox"/>	Instructions don't rely solely on sensory characteristics like shape color, size, orientation or sound.	Manual		1.3.3
<input type="checkbox"/>	Color is not used as the only visual means of conveying information.	Manual		1.4.1
<input type="checkbox"/>	Contrast ratio between text and background is at least 4.5:1 (for best results, use CAM templates and approved colors).	Manual	CCA	1.4.3
<input type="checkbox"/>	Text can be resized to 200% without loss of content or function.	Manual		1.4.4
<input type="checkbox"/>	Don't use images of text.	Manual		1.4.5
<input type="checkbox"/>	Content retains meaning and function without scrolling in two dimensions.	Manual		1.4.10
<input type="checkbox"/>	The contrast between user interface components, graphics and adjacent colors is at least 3:1 (for best results, use CAM templates and approved colors).	Manual	CCA	1.4.11

Graphics (data, exportable)

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	Non-text content has alt text.	Manual	Appendix C	1.1.1
<input type="checkbox"/>	Instructions don't rely solely on sensory characteristics like shape color, size, orientation or sound.	Manual		1.3.3
<input type="checkbox"/>	Color is not used as the only visual means of conveying information (i.e., use data labels).	Manual		1.4.1
<input type="checkbox"/>	Contrast ratio between text and background is at least 4.5:1 (for best results, use CAM templates and approved colors).	Manual	CCA	1.4.3
<input type="checkbox"/>	Text can be resized to 200% without loss of content or function.	Manual		1.4.4
<input type="checkbox"/>	Don't use images of text.	Manual		1.4.5
<input type="checkbox"/>	Content retains meaning and function without scrolling in two dimensions.	Manual		1.4.10
<input type="checkbox"/>	The contrast between user interface components, graphics and adjacent colors is at least 3:1 (for best results, use CAM templates and approved colors).	Manual	CCA	1.4.11

Graphics (data, embeddable)

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	Non-text content has alt text.	Manual	Appendix C	1.1.1
<input type="checkbox"/>	Content, structure and relationships can be programmatically determined.	Manual		1.3.1
<input type="checkbox"/>	Present content in a meaningful reading order.	Manual		1.3.2
<input type="checkbox"/>	Instructions don't rely solely on sensory characteristics like shape color, size, orientation or sound.	Manual		1.3.3
<input type="checkbox"/>	Content adapts to portrait and landscape views.	Manual		1.3.4
<input type="checkbox"/>	The purpose of input fields must be programmatically determinable.	Manual		1.3.5
<input type="checkbox"/>	Color is not used as the only visual means of conveying information.	Manual		1.4.1
<input type="checkbox"/>	Contrast ratio between text and background is at least 4.5:1. The contrast between user interface components, graphics and adjacent colors is at least 3:1	Manual	CCA	1.4.3, 1.4.11
<input type="checkbox"/>	Text can be resized to 200% without loss of content or function.	Manual		1.4.4
<input type="checkbox"/>	Don't use images of text.	Manual		1.4.5
<input type="checkbox"/>	Content retains meaning and function without scrolling in two dimensions.	Manual		1.4.10
<input type="checkbox"/>	When hover or focus triggers content to appear, it is dismissible, hoverable and persistent.	Manual		1.4.13
<input type="checkbox"/>	All functionality is accessible by keyboard with no specific timings.	Manual		2.1.1
<input type="checkbox"/>	Users can navigate to and from all content using a keyboard without getting trapped.	Manual		2.1.2
<input type="checkbox"/>	No content flashes more than three times per second.	Manual		2.3.1
<input type="checkbox"/>	Use helpful and clear page titles.	Manual		2.4.2
<input type="checkbox"/>	Components receive focus in a logical sequence.	Manual		2.4.3
<input type="checkbox"/>	The purpose of each link can be determined from the link text.	Manual		2.4.4
<input type="checkbox"/>	Headings and labels describe topic or purpose.	Manual		2.4.6
<input type="checkbox"/>	Keyboard focus is visible when used.	Manual		2.4.7
<input type="checkbox"/>	When a user interface component receives keyboard focus, the component is not entirely hidden due to author-created content.	Manual		2.4.11
<input type="checkbox"/>	Functions don't complete on the down-click of a pointer.	Manual		2.5.2
<input type="checkbox"/>	The text of a label is the same as what is presented visually.	Manual		2.5.3
<input type="checkbox"/>	Don't rely on dragging movements for user actions.	Manual		2.5.7

<input type="checkbox"/>	The size of the target for pointer inputs meets minimum requirements.	Manual		2.5.8
<input type="checkbox"/>	Elements do not change when they receive focus.	Manual		3.2.1
<input type="checkbox"/>	Identify components with the same function consistently.	Manual		3.2.4
<input type="checkbox"/>	Provide labels or instructions for user input.	Manual		3.3.2
<input type="checkbox"/>	Assistive technologies can interpret and parse content.	Manual		4.1.1
<input type="checkbox"/>	The name and role of user components can be understood by technology.	Manual		4.1.2
<input type="checkbox"/>	Make sure that all messages indicating success or errors are read out by a screen reader.	Manual		4.1.3

Multimedia or synchronized media

Recorded (such as Metro Vision Awards videos, SHIP videos)

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	The contrast between graphics and adjacent colors is at least 3:1. (Organization and program logos are the only exemption.)	Auto	CCA	1.4.11
<input type="checkbox"/>	Contrast ratio between text and background is at least 4.5:1.	Auto	CCA	1.4.3
<input type="checkbox"/>	Open captions are provided and always visible.	Manual		1.2.2 via G93
<input type="checkbox"/>	Because open captions appear at the bottom of the screen, chyrons (sometimes called “lower thirds”) or other on-screen text appear toward the top of the screen.	Manual		1.2.2 via G93
<input type="checkbox"/>	Storyboard is developed in such a way that standalone audio descriptions are not necessary (visual context is described in the script as much as possible).	Manual		1.2.5
<input type="checkbox"/>	On-screen text reinforces voiceovers, rather than being complementary. Text that appears on-screen is spoken in the voiceover.	Manual		1.2.5
<input type="checkbox"/>	Images that convey information have been described in the voiceover.	Manual		1.2.5
<input type="checkbox"/>	Interviewees are introduced in the voiceover (not just by using a chyron).	Manual		1.2.5
<input type="checkbox"/>	Video will not cause seizures – no flashing objects, no quick-moving graphics.	Manual		2.3.1
<input type="checkbox"/>	Accessibility statement is spoken during the voiceover.	Manual		
<input type="checkbox"/>	Accessibility statement appears on the opening title card.	Manual		
<input type="checkbox"/>	On-screen text exceeding two lines is left-aligned	Manual		

Live (such as meetings)

Done	Meeting type	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	All	Prepare accessible meeting materials that include an accessibility statement with contact information.	Both		
<input type="checkbox"/>	All	Share meeting materials in advance.	Manual		
<input type="checkbox"/>	All	Consider audio, visual, and interactive components to ensure everyone will be able to participate.	Manual		
<input type="checkbox"/>	Remote	Be familiar with the virtual platform and check the internet connection.	Manual		
<input type="checkbox"/>	In-person	Configure the meeting space and set up any requested auxiliary aids.	Manual		
<input type="checkbox"/>	In-person	Reserve seating if needed – for example, if an ASL interpreter is provided.	Manual		
<input type="checkbox"/>	All	If accommodations are requested, notify your Division Director and then follow additional instructions below.	Manual		
<input type="checkbox"/>	All	Describe visual context in speech as much as possible.	Manual		1.2.5
<input type="checkbox"/>	Remote	At the beginning, enable captions and live transcripts and instruct users on how to show them.	Manual		1.2.4
<input type="checkbox"/>	Remote	Identify who is in the virtual room by asking attendees to put their name in the participants list.	Manual		
<input type="checkbox"/>	Remote	Turn on cameras whenever possible.	Manual		
<input type="checkbox"/>	Remote	Monitor the chat to ensure it is not excessive.	Manual		
<input type="checkbox"/>	Remote	If posting a recording after the live meeting, include the video, audio, captions, web video text tracks, and chat transcript).	Manual		

Question: What kinds of accessibility accommodations can be requested by attendees?

Answer:

- Manual captioning. (Contact your Division Director for help.)
- Written translation into another language. (Contact the public engagement specialist for help).
- Interpretation of spoken language into another language, including sign language. (Contact the public engagement specialist for help).
- Assistive listening devices. (Contact the IT manager for help).

Additional steps for remote meetings with manual captions.

Done	Steps
<input type="checkbox"/>	Notify your Division Director of the accommodation request.
<input type="checkbox"/>	Contact DRCOG's manual captioning vendor with the meeting date and time.
<input type="checkbox"/>	Launch Zoom meeting/webinar
<input type="checkbox"/>	Go to the Control Toolbar and click the up arrow to select Show Captions and then you click Set Up Manual Captioner and then click Copy the API Token.
<input type="checkbox"/>	Email the API token to the captioner/typist.
<input type="checkbox"/>	Promote the captioner/typist to a panelist position.
<input type="checkbox"/>	Once the captioner/typist (they used the term interchangeably when I communicated with them) has the API Token and is a Panelist they will send you a specific link for Split Screen viewing which you can then send to the individual who has requested this accommodation so they can receive the full breadth of the CART services

Social media

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	Images have alt text.	Auto	Appendix C	1.1.1
<input type="checkbox"/>	Sentence case is used. Text is not in all caps.	Manual	Appendix B	
<input type="checkbox"/>	Acronyms are spelled out, in most cases.	Manual	Appendix B	3.1
<input type="checkbox"/>	Content is written using simple language.	Manual	Appendix B	3.1
<input type="checkbox"/>	Alt text for images, tables, and charts is meaningful and consistent.	Manual	Appendix C	1.1.1
<input type="checkbox"/>	Images that do not convey information are marked as decorative.	Manual		1.1.1
<input type="checkbox"/>	Links are described with meaningful text.	Manual		2.4.4

Web content

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	Non-text content has meaningful alt text.	Manual	Appendix C	1.1.1
<input type="checkbox"/>	Provide an alternative to prerecorded video-only and prerecorded audio-only content.	Manual		1.2.1
<input type="checkbox"/>	Provide captions for prerecorded audio.	Manual		1.2.2
<input type="checkbox"/>	Provide captions for all live videos.	Manual		1.2.4
<input type="checkbox"/>	Provide audio descriptions for pre-recorded videos.	Manual		1.2.5
<input type="checkbox"/>	Present content in a meaningful reading order.	Manual		1.3.2
<input type="checkbox"/>	Instructions don't rely solely on sensory characteristics like shape color, size, orientation or sound.	Manual		1.3.3
<input type="checkbox"/>	Color is not used as the only visual means of conveying information.	Manual		1.4.1
<input type="checkbox"/>	The purpose of each link can be determined from the link text.	Manual		2.4.4

<input type="checkbox"/>	Headings and labels describe topic or purpose.	Manual		2.4.6
<input type="checkbox"/>	Adhere to DRCOG style.	Manual	Appendix B	

Websites

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	Non-text content has alt text.	Both	Axe DevTools	1.1.1
<input type="checkbox"/>	Provide an alternative to prerecorded video-only and prerecorded audio-only content.	Manual		1.2.1
<input type="checkbox"/>	Provide captions for prerecorded audio.	Manual		1.2.2
<input type="checkbox"/>	Provide captions for all live videos.	Manual		1.2.4
<input type="checkbox"/>	Provide audio descriptions for pre-recorded videos.	Manual		1.2.5
<input type="checkbox"/>	Content, structure and relationships can be programmatically determined.	Both	Axe DevTools	1.3.1
<input type="checkbox"/>	Present content in a meaningful reading order.	Manual		1.3.2
<input type="checkbox"/>	Instructions don't rely solely on sensory characteristics like shape color, size, orientation or sound.	Manual		1.3.3
<input type="checkbox"/>	Content adapts to portrait and landscape views.	Manual		1.3.4
<input type="checkbox"/>	The purpose of input fields must be programmatically determinable.	Both	Axe DevTools	1.3.5
<input type="checkbox"/>	Color is not used as the only visual means of conveying information.	Both	Axe DevTools	1.4.1
<input type="checkbox"/>	Don't play audio automatically.	Manual		1.4.2
<input type="checkbox"/>	Contrast ratio between text and background is at least 4.5:1.	Both	Axe DevTools	1.4.3
<input type="checkbox"/>	Text can be resized to 200% without loss of content or function.	Both	Axe DevTools	1.4.4
<input type="checkbox"/>	Don't use images of text.	Both	Axe DevTools	1.4.5
<input type="checkbox"/>	Content retains meaning and function without scrolling in two dimensions.	Manual		1.4.10
<input type="checkbox"/>	The contrast between user interface components, graphics and adjacent colors is at least 3:1.	Manual		1.4.11
<input type="checkbox"/>	Content and function retain meaning when users change text spacing.	Both	Axe DevTools	1.4.12
<input type="checkbox"/>	When hover or focus triggers content to appear, it is dismissible, hoverable and persistent.	Manual		1.4.13
<input type="checkbox"/>	All functionality is accessible by keyboard with no specific timings.	Both	Axe DevTools	2.1.1
<input type="checkbox"/>	Users can navigate to and from all content using a keyboard without getting trapped.	Manual		2.1.2
<input type="checkbox"/>	Allow users to turn off or remap character key shortcuts.	Manual		2.1.4
<input type="checkbox"/>	Provide user controls to turn off, adjust or extend time limits.	Both	Axe DevTools	2.2.1
<input type="checkbox"/>	Provide user controls to pause, stop and hide moving and auto-updating content.	Manual		2.2.2
<input type="checkbox"/>	No content flashes more than three times per second.	Manual		2.3.1
<input type="checkbox"/>	Provide a way for users to skip repeated blocks of content.	Both	Axe DevTools	2.4.1

<input type="checkbox"/>	Use helpful and clear page titles.	Both	Axe DevTools	2.4.2
<input type="checkbox"/>	Components receive focus in a logical sequence.	Manual		2.4.3
<input type="checkbox"/>	The purpose of each link can be determined from the link text.	Manual		2.4.4
<input type="checkbox"/>	More than one way is available to locate page within a set of pages.	Manual		2.4.5
<input type="checkbox"/>	Headings and labels describe topic or purpose.	Manual		2.4.6
<input type="checkbox"/>	Keyboard focus is visible when used.	Manual		2.4.7
<input type="checkbox"/>	When a user interface component receives keyboard focus, the component is not entirely hidden due to author-created content.	Manual		2.4.11
<input type="checkbox"/>	Multi-point and path-based gestures can be operated with a single pointer.	Manual		2.5.1
<input type="checkbox"/>	Functions don't complete on the down-click of a pointer.	Manual		2.5.2
<input type="checkbox"/>	The text of a label is the same as what is presented visually.	Both	Axe DevTools	2.5.3
<input type="checkbox"/>	Functions operated by motion can also be operated through an interface and responding to motion can be disabled.	Manual		2.5.4
<input type="checkbox"/>	Don't rely on dragging movements for user actions.	Manual		2.5.7
<input type="checkbox"/>	The size of the target for pointer inputs meets minimum requirements.	Manual		2.5.8
<input type="checkbox"/>	Each product has a default human language assigned.	Both	Axe DevTools	3.1.1
<input type="checkbox"/>	Each part of a product has a default human language assigned.	Manual		3.1.2
<input type="checkbox"/>	Elements do not change when they receive focus.	Manual		3.2.1
<input type="checkbox"/>	Entering data or selecting a form control has predictable effects.	Manual		3.2.2
<input type="checkbox"/>	Navigation within the same site is consistent on each page.	Manual		3.2.3
<input type="checkbox"/>	Identify components with the same function consistently.	Manual		3.2.4
<input type="checkbox"/>	Help is found in a consistent place.	Manual		3.2.6
<input type="checkbox"/>	Identify and describe input errors for users.	Manual		3.3.1
<input type="checkbox"/>	Provide labels or instructions for user input.	Both	Axe DevTools	3.3.2
<input type="checkbox"/>	Suggest corrections when users make mistakes.	Manual		3.3.3
<input type="checkbox"/>	Check, confirm and allow reversal of pages that cause important commitments.	Manual		3.3.4
<input type="checkbox"/>	Redundant entry is minimized by auto-populating values or equivalent.	Manual		3.3.7
<input type="checkbox"/>	The authentication process does not have to rely on a cognitive function test.	Manual		3.3.8

<input type="checkbox"/>	Assistive technologies can interpret and parse content.	Both	Axe DevTools	4.1.1
<input type="checkbox"/>	The name and role of user components can be understood by technology.	Both	Axe DevTools	4.1.2
<input type="checkbox"/>	Make sure that all messages indicating success or errors are read out by a screen reader.	Manual		4.1.3

Webmaps and storymaps

[Checklist](#) provided by the Office of Information Technology.

Done	Criteria	Method
<input type="checkbox"/>	Map colors are compatible with color deficiencies. Patterns and shapes are used where colors aren't differentiable.	Manual
<input type="checkbox"/>	Colors don't have extreme ranges.	Manual
<input type="checkbox"/>	The text and background color has a 4.5:1 contrast level. Large texts and images have a contrast ratio of 3:1.	Manual
<input type="checkbox"/>	Color is not the only communication method (ex: several patterns are included).	Manual
<input type="checkbox"/>	An accessible font is used.	Manual
<input type="checkbox"/>	Bold is used only to convey important information.	Manual
<input type="checkbox"/>	Water features are always italicized.	Manual
<input type="checkbox"/>	Underlining is only used for hyperlinks.	Manual
<input type="checkbox"/>	Uses hierarchical text levels (<h1> to <h2> to <h3>).	Manual
<input type="checkbox"/>	Standard capitalization is used when possible (all caps, or uppercase, are only used to convey important information).	Manual
<input type="checkbox"/>	Minimum label size is 6pt.	Manual
<input type="checkbox"/>	Labels are not at an extreme angle.	Manual
<input type="checkbox"/>	Halos are around text if contrast is too low.	Manual
<input type="checkbox"/>	The text (or halo) and background color has a 4.5:1 contrast level.	Manual
<input type="checkbox"/>	Symbology imitates real world symbols wherever possible.	Manual
<input type="checkbox"/>	Map utilizes visual hierarchy (the most important information is conveyed first).	Manual
<input type="checkbox"/>	If possible, include a basemap gallery with the light and dark Enhanced Contrast basemaps.	Manual
<input type="checkbox"/>	Text is plain (no metaphors or slang, etc.) and written at an 8th grade level.	Manual
<input type="checkbox"/>	Text is straightforward and uses an active tone.	Manual
<input type="checkbox"/>	Buttons have useful titles.	Auto
<input type="checkbox"/>	Pop ups, tables and layer titles are clear and understandable.	Manual
<input type="checkbox"/>	Minimum font size is 12pt (16px).	Manual
<input type="checkbox"/>	Line height is 1.5.	Manual
<input type="checkbox"/>	No Loss of content or functionality when user overrides page styles for paragraph spacing to 200% of the font size, text line height/spacing to 150% of the font size, word spacing to 16% of the font size, and letter spacing to 12% of the font size.	Untestable
<input type="checkbox"/>	All non-text content has a text alternative that serves an equal purpose (including the map itself).	Manual
<input type="checkbox"/>	If alternative text is not possible, the user is aware of constraints through other text.	Manual
<input type="checkbox"/>	Consistent contact information is added to your maps/apps.	Manual
<input type="checkbox"/>	Complicated graphs and charts have alternative text.	Manual
<input type="checkbox"/>	Popups contain information that adds helpful context to the map.	Manual

<input type="checkbox"/>	Popups are easily understandable and formatted in a readable way.	Manual
<input type="checkbox"/>	A legend is included.	Manual
<input type="checkbox"/>	A cognitive function test (such as remembering a password or solving a puzzle) is not required for any step in an authentication process.	Manual
<input type="checkbox"/>	All important elements and text are still visible when zoom is 400%.	Manual
<input type="checkbox"/>	Able to navigate without a mouse when zoom is 400%.	Manual
<input type="checkbox"/>	Able to access all elements of the web map without using your mouse (including any maps or apps in an iframe).	Manual
<input type="checkbox"/>	User is able to close out of any splash screens and is able to access the full app without getting trapped.	Manual
<input type="checkbox"/>	Tooltips close when the mouse moves off.	Manual
<input type="checkbox"/>	Map data is available in another format outside the map itself (ex: table).	Manual
<input type="checkbox"/>	All targets for user input (buttons, hyperlinks, etc.) must be at least 24 by 24 CSS pixels (px).	Manual
<input type="checkbox"/>	All keyboard-operable elements must have a visible and (at least partially) unobscured keyboard focus indicator.	Manual
<input type="checkbox"/>	All functionality that uses a dragging movement for operation can be achieved by a single pointer without dragging.	Manual
<input type="checkbox"/>	Maintain consistency by providing contact details, tutorials, and any help mechanisms in the same order as other page content created by the same organization, author, or group.	Manual
<input type="checkbox"/>	Information already given by the user required to be entered again in the same process is auto-populated or available for the user to select.	Manual

Websites with PII/PHI

Done	Criteria	Method	Tool	WCAG
<input type="checkbox"/>	Non-text content has alt text.	Manual	NVDA	1.1.1
<input type="checkbox"/>	Provide an alternative to prerecorded video-only and prerecorded audio-only content.	Manual	NVDA	1.2.1
<input type="checkbox"/>	Provide captions for prerecorded audio.	Manual	NVDA	1.2.2
<input type="checkbox"/>	Provide captions for all live videos.	Manual	NVDA	1.2.4
<input type="checkbox"/>	Provide audio descriptions for pre-recorded videos.	Manual	NVDA	1.2.5
<input type="checkbox"/>	Content, structure and relationships can be programmatically determined.	Manual	NVDA	1.3.1
<input type="checkbox"/>	Present content in a meaningful reading order.	Manual	NVDA	1.3.2
<input type="checkbox"/>	Instructions don't rely solely on sensory characteristics like shape color, size, orientation or sound.	Manual	NVDA	1.3.3
<input type="checkbox"/>	Content adapts to portrait and landscape views.	Manual	NVDA	1.3.4
<input type="checkbox"/>	The purpose of input fields must be programmatically determinable.	Manual	NVDA	1.3.5
<input type="checkbox"/>	Color is not used as the only visual means of conveying information.	Manual	NVDA	1.4.1
<input type="checkbox"/>	Don't play audio automatically.	Manual	NVDA	1.4.2
<input type="checkbox"/>	Contrast ratio between text and background is at least 4.5:1.	Manual	NVDA	1.4.3
<input type="checkbox"/>	Text can be resized to 200% without loss of content or function.	Manual	NVDA	1.4.4
<input type="checkbox"/>	Don't use images of text.	Manual	NVDA	1.4.5
<input type="checkbox"/>	Content retains meaning and function without scrolling in two dimensions.	Manual	NVDA	1.4.10
<input type="checkbox"/>	The contrast between user interface components, graphics and adjacent colors is at least 3:1.	Manual	NVDA	1.4.11
<input type="checkbox"/>	Content and function retain meaning when users change text spacing.	Manual	NVDA	1.4.12
<input type="checkbox"/>	When hover or focus triggers content to appear, it is dismissible, hoverable and persistent.	Manual	NVDA	1.4.13
<input type="checkbox"/>	All functionality is accessible by keyboard with no specific timings.	Manual	NVDA	2.1.1
<input type="checkbox"/>	Users can navigate to and from all content using a keyboard without getting trapped.	Manual	NVDA	2.1.2
<input type="checkbox"/>	Allow users to turn off or remap character key shortcuts.	Manual	NVDA	2.1.4
<input type="checkbox"/>	Provide user controls to turn off, adjust or extend time limits.	Manual	NVDA	2.2.1
<input type="checkbox"/>	Provide user controls to pause, stop and hide moving and auto-updating content.	Manual	NVDA	2.2.2
<input type="checkbox"/>	No content flashes more than three times per second.	Manual	NVDA	2.3.1
<input type="checkbox"/>	Provide a way for users to skip repeated blocks of content.	Manual	NVDA	2.4.1
<input type="checkbox"/>	Use helpful and clear page titles.	Manual	NVDA	2.4.2

<input type="checkbox"/>	Components receive focus in a logical sequence.	Manual	NVDA	2.4.3
<input type="checkbox"/>	The purpose of each link can be determined from the link text.	Manual	NVDA	2.4.4
<input type="checkbox"/>	More than one way is available to locate page within a set of pages.	Manual	NVDA	2.4.5
<input type="checkbox"/>	Headings and labels describe topic or purpose.	Manual	NVDA	2.4.6
<input type="checkbox"/>	Keyboard focus is visible when used.	Manual	NVDA	2.4.7
<input type="checkbox"/>	When a user interface component receives keyboard focus, the component is not entirely hidden due to author-created content.	Manual	NVDA	2.4.11
<input type="checkbox"/>	Multi-point and path-based gestures can be operated with a single pointer.	Manual	NVDA	2.5.1
<input type="checkbox"/>	Functions don't complete on the down-click of a pointer.	Manual	NVDA	2.5.2
<input type="checkbox"/>	The text of a label is the same as what is presented visually.	Manual	NVDA	2.5.3
<input type="checkbox"/>	Functions operated by motion can also be operated through an interface and responding to motion can be disabled.	Manual	NVDA	2.5.4
<input type="checkbox"/>	Don't rely on dragging movements for user actions.	Manual	NVDA	2.5.7
<input type="checkbox"/>	The size of the target for pointer inputs meets minimum requirements.	Manual	NVDA	2.5.8
<input type="checkbox"/>	Each product has a default human language assigned.	Manual	NVDA	3.1.1
<input type="checkbox"/>	Each part of a product has a default human language assigned.	Manual	NVDA	3.1.2
<input type="checkbox"/>	Elements do not change when they receive focus.	Manual	NVDA	3.2.1
<input type="checkbox"/>	Entering data or selecting a form control has predictable effects.	Manual	NVDA	3.2.2
<input type="checkbox"/>	Navigation within the same site is consistent on each page.	Manual	NVDA	3.2.3
<input type="checkbox"/>	Identify components with the same function consistently.	Manual	NVDA	3.2.4
<input type="checkbox"/>	Help is found in a consistent place.	Manual	NVDA	3.2.6
<input type="checkbox"/>	Identify and describe input errors for users.	Manual	NVDA	3.3.1
<input type="checkbox"/>	Provide labels or instructions for user input.	Manual	NVDA	3.3.2
<input type="checkbox"/>	Suggest corrections when users make mistakes.	Manual	NVDA	3.3.3
<input type="checkbox"/>	Check, confirm and allow reversal of pages that cause important commitments.	Manual	NVDA	3.3.4
<input type="checkbox"/>	Redundant entry is minimized by auto-populating values or equivalent.	Manual	NVDA	3.3.7
<input type="checkbox"/>	The authentication process does not have to rely on a cognitive function test.	Manual	NVDA	3.3.8
<input type="checkbox"/>	Assistive technologies can interpret and parse content.	Manual	NVDA	4.1.1
<input type="checkbox"/>	The name and role of user components can be understood by technology.	Manual	NVDA	4.1.2
<input type="checkbox"/>	Make sure that all messages indicating success or errors are read out by a screen reader.	Manual	NVDA	4.1.3

Third-party software

All third-party software vendors must submit a completed [Voluntary Product Accessibility Template](#) or Accessibility Conformance Report to DRCOG as part of the contracting or purchase request process.

Testing in addition to the documentation is only required to resolve complaints and requests for accommodation. If testing is required, contact the Accessibility Officer for guidance.

Hardware with GUIs

To be determined.

Links to WCAG Criteria

- [1.1.1](#)
- [1.2.1](#)
- [1.2.2](#)
- [1.2.4](#)
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