**Accessibility**

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Best practices for ensuring accessibility and 508 compliance (when applicable) are as follows:

**Color and Contrast**

 Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element (WCAG 2.0, 1.4.1).

 Ensure sufficient contrast (WCAG 2.0, 1.4.3). Color contrast can be tested using: **https://webaim.org/resources/ contrastchecker/** or **https://perma.cc/59WQ-VPY6**

 Color schemes are accessible to color blind individuals. **Color Brewer** can be used to develop color schemes for maps and other graphics; Adobe Illustrator can mimic the appearance of content for both protanopia and deuteranopia color blindness.

**Text**

 All fonts are embedded.

 Text formatted using defined paragraph and character styles; avoid manual formatting.

 Use section headings to organize content in a logical manner.

 The content of scanned pages (such as signature pages, completed public comment forms, etc) is accessible to assistive technology devices. This can be accomplished via optical character recognition or the use of alternative text.

**Tables**

 Tagged row header, column headers, and data cells.

 Tables properly scoped to ensure table regularity and the correct relationship between table data cells and header cells.

 Table title or descriptive text not within the table itself.

 For multi-page table, table rows do not break across pages, table headers repeat at the top of each page.

**Figures**

 Enter alternative text for images, charts, diagrams, buttons, and other interface elements to convey information and purpose textually.

**Webpages**

 Make webpages appear and operate in predictable ways.

 Structure content to allow efficient navigation and processing, including the use of page regions, labeling regions, headings, and meaningful content structure.

 Any blinking, moving, scrolling, or auto-updating information can be paused, stopped or hidden; flashing elements minimized to avoid causing seizures.

**Audio and Video Files**

 Synchronized captions used to provide equivalent information for the hearing impaired.

 Audio tracks and audio descriptions used to provide equivalent information for the visually impaired.

**Forms**

 Form controls correctly identified in the coding/structure of the form to accommodate assistive technology users.

 Instructions provided to help users understand how to complete the form.

 Functionality that validates inputs and communicates progress to the user.

 Divide long forms unto smaller forms that constitute a series of logical steps.

 Whenever possible, do not include time limits on form completion.

All forms of public engagement should be designed for equitable access by individuals with disabilities. Project teams should consider potential barriers of access and the unique needs of those with visual, auditory, speech, motor, cognitive, photosensitivity, and other disabilities when designing public engagement materials and activities. Oftentimes, the design of accessible materials benefits the broader public by improving clarity, legibility, and ease of understanding.

Throughout the transportation decision-making process, a variety of information and communication technology (ICT) is made available to the public, often via project webpages. Common ICT for transportation projects includes the publication of environmental documents and other reports, newsletters, maps, interactive activities, photos, videos, and other visualizations. By considering the needs of colorblind and low vision individuals, as well as individuals using screen readers and other assistive technology devices early in the project, materials can be designed for an inclusive and equitable inline experience for all users.

The globally-recognized standard for accessible ICT is the World Wide Web Consortium’s (W3C’s) Web Content Accessibility Guidelines (WCAG). ([**http://www.w3.org/WAI/standards-guidelines/**](http://www.w3.org/WAI/standards-guidelines/)) The best practices outlined in this checklist are largely based on the WCAG, which have been incorporated by reference throughout. By implementing these best practices, project teams will help ensure all members of the public have equitable access to information and the ability to fully participate in the transportation decision-making process.

The following page provides best practices for ensuring accessibility and 508 compliance.

**Federal Compliance**

For projects with federal involvement, Section 508 of the Rehabilitation Act of 1973 (codified at 29 U.S.C. § 794 (d)) establishes specific requirements for electronic and information technology developed, maintained, procured, or used by the Federal Government. 508 compliance requires conformance to WCAG 2.0’s Level A and Level AA Success criteria, available at **https://www.w3.org/TR/WCAG20/**.

**Helpful Tips**

Additional information and resources can be found at the following links:

* Section 508.gov ([**https://www.section508.gov/**](https://www.section508.gov/))
* AbilityNet: Producing accessible materials for Print and Online ([**https://abilitynet.org.uk/accessibilityservices/digital-accessibility-resources**](https://abilitynet.org.uk/accessibilityservices/digital-accessibility-resources))
* Web Accessibility Tutorials ([**https://www.w3.org/WAI/tutorials/**](https://www.w3.org/WAI/tutorials/))
* Microsoft Word Guidance

([**https://support.office.com/en-us/article/make-yourword-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d**](https://support.office.com/en-us/article/make-yourword-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d))

* Adobe Guidance ([**https://www.adobe.com/accessibility.html**](https://www.adobe.com/accessibility.html))