

Accessible Adams 9/24/24



OIT: Final Rules



- Technology Accessibility Rules (Rules) were finalized in February 2024
- Outlines the requirements for compliance with HB 21-1110
- States that all public external-facing and internal-facing information and communication technology (ICT) which is in active use must be accessible by July 1, 2024
- Compliance under the Rules also means:
 - We have a technology accessibility statement
 - Provide reasonable accommodations
 - Evidence of progress on a plan



HB24-1454 Update

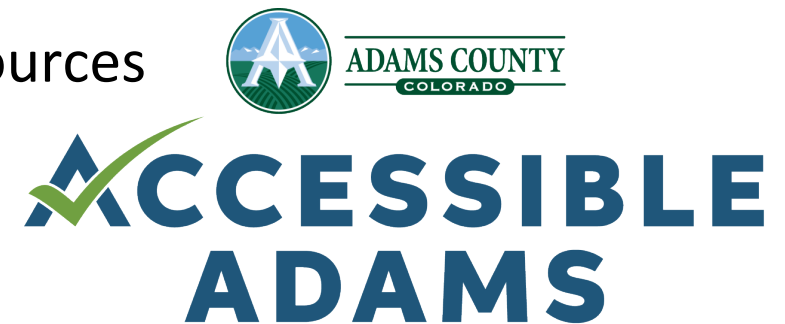


On May 24th, Colorado legislature passed HB24-1454, *Grace Period Noncompliance Digital Accessibility*. This gives public agencies a grace period of 1 year (July 1, 2025) in which to achieve WCAG 2.2 digital compliance, under a few conditions. In the coming year, we must continue to work swiftly toward compliance, as well as publish quarterly reports of our progress.

While this gives us time, there is still a great deal of work to accomplish in a short period of time. In order to achieve this, we will need the cooperation of all our departments and elected offices.

Accessible Adams

- What is *Accessible Adams*?
 - This will be a repository for resources, trainings, information and accessible materials requests
 - Revamped public-facing Accessibility page to reflect new compliance standards, accessibility request information
 - Going forward, we will send regular communications and updates on progress and next steps toward compliance
 - Where can I find more information?
 - MyAdams → Job Tools → Digital Accessibility Resources



PROJECT PHASES

STEPS TOWARD WCAG COMPLIANCE



PHASE 1- PROJECT KICKOFF

- Form Interdepartmental Committee
- Legal Analysis
- Scan Sites for Prioritization
- Team Charter



PHASE 2- AUDIT & ANALYSIS

- Begin Project & Change Management
- Engage Depts & Electeds
- Inventory existing digital assets
- Audit with Consultant team
- Create Resource Repository
- Present initial findings to SLT



PHASE 3- TRAINING & SOFTWARE

- Trainings from Consultant team on creating WCAGF compliant content
- WCAG language added to purchasing
- Inventory of PDFs
- Notification of 3rd party vendors
- Commonlook Suite Grant & software rollout
- GIS map remediation
- Submit 2025 Budget



PHASE 4- REMEDATION & CONVERSION

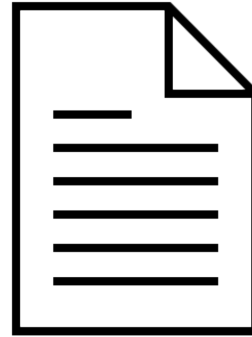
- ID legally required materials for website
- PDF Use Audit
- PDF conversion and deletion
- Scanning & Compliance software
- Develop templates for org. use
- External Website Redesign



PHASE 5- INTERNAL ACCESSIBILITY

- Create plan for non-compliant materials
- Internal Website Audit
- Internal Website remediation, conversion, deletion

Current State - PDFs



- What is a PDF?
- PDFs are by far the most time-consuming part of the remediation process
- Adams County's websites host over 5000 PDFs
 - Each of these have anywhere from 1-100+ pages.
 - Average page count is 59 pages
 - Average cost is \$4.40 per page
- Remediating just the top 500 documents would add to \$129,000

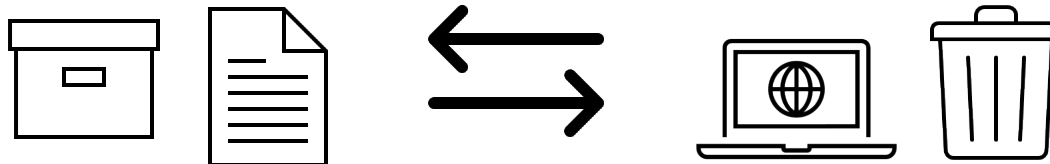
Existing Material: PDF Remediation and Reduction



Currently, we do not have the capacity to remediate these documents in-house.

Therefore, in order to minimize costs and streamline our websites, Accessible Adams recommends converting or removing a majority of these documents. In the coming months, we will conduct a scan of the top-used PDF documents on our site.

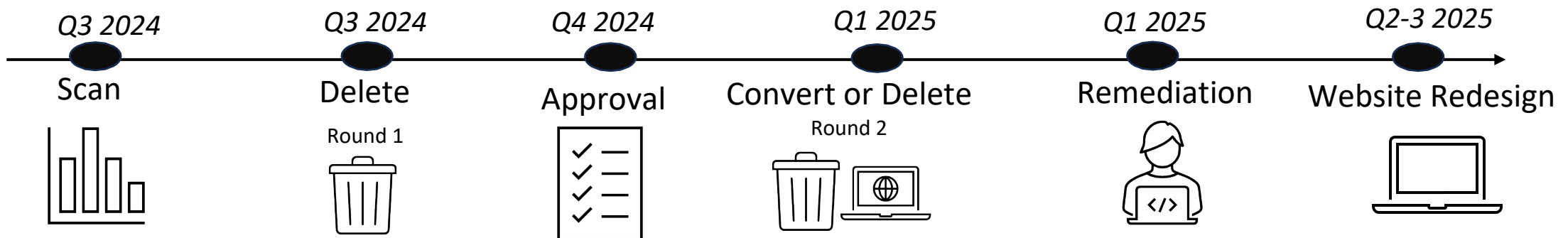
- All pages prior to 2020 will be deleted unless in active use or legally required. Those that are still used or relevant will be converted to html format.
- Only documents that cannot be converted due to the complex nature of the content or legislative imperative will be assessed for remediation.



Timeline & Key Takeaways



- Begin use of new document creation process immediately
- Any documents created prior to 2020 and not in active use will be deleted (unless required by law)
- Documents created after 2020 will be assessed for level of use and deleted or converted to html format
- Only most frequently used, complex documents will be considered for remediation on a case-by-case basis
- Team will send list of documents for deletion or conversion by end of Q3 for director approval
 - If no feedback is received, files not in active use will be automatically deleted at end of Q4 2024.
 - Only files specifically marked as legally required will be converted
 - Justification required for all conversions and remediations
- Designate staff for CommonLook training (when necessary)



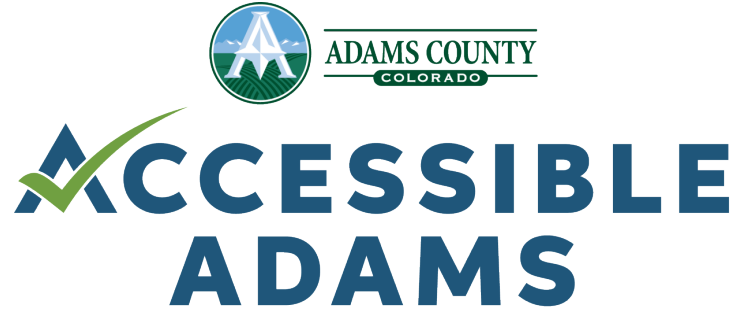
BoCC Documents

Currently, our website hosts a vast number of documents that will be subject to this compliance requirement, including:

- ❖ Proclamations
- ❖ Resolutions
- ❖ Ordinances
- ❖ Public Hearing Agendas & Packets
- ❖ Study Session Agendas & Packets
- ❖ Meeting Minutes

- *We understand transparency for our constituents is of the utmost importance. Our ask in the coming quarters will be for guidance as we receive results of our use audits regarding which documents can be 'archived', which should be converted to html, and which we should send off for remediation by a consultant team.*

Resources



MyAdams → Job Tools → Digital Accessibility Resources

- ❖ Audit Results
- ❖ HB21-1110 Information
- ❖ Training Videos