

Policy Research Associates, Inc.'s Section 508 Evaluation Template/Voluntary Product Accessibility Template

HHS Section 508 Evaluation

Date: September 1, 2017

Name of Product: Anticipated Section 508 deliverables for websites, PDFs, Microsoft Word files, PowerPoint files, Excel files, videos, and multimedia files.

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**** Denotes Required**

Summary Table		
Criteria	Supporting Features	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	Supports / Not Applicable	Policy Research Associates, Inc. does not develop software applications at this time.
Section 1194.22 Web-based internet information and applications	Supports	Websites developed by Policy Research Associates, Inc. support section 1194.22 subcategories, including text equivalents, equivalent alternatives for multimedia presentations, row and column headings, accessible forms, and repetitive navigation skip links.
Section 1194.23 Telecommunications Products	Not Applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.
Section 1194.24 Video and Multi-media Products	Supports / Not Applicable	Websites developed by Policy Research Associates, Inc. do not require hardware. All training and multimedia products will have captioning, transcripts, and/or auditory descriptions as necessary.
Section 1194.25 Self-Contained, Closed Products	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.
Section 1194.26 Desktop and Portable Computers	Not Applicable	Policy Research Associates, Inc. does not develop hardware at this time.
** Section 1194.31 Functional Performance Criteria	Supports	Policy Research Associates, Inc.'s websites have accessible functional performance criteria built in, or features can be accessed through an end-user's computer Accessibility Options.
** Section 1194.41 Information, documentation, and support.	Supports	Policy Research Associates, Inc. will provide support to end-users via e-mail, phone, and website contact forms to ensure access to accessible materials.

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Section 1194.21 Software Applications and Operating Systems

* Refer to (<http://www.access-board.gov/sec508/guide/1194.21.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	Not applicable	Policy Research Associates, Inc. does not develop software at this time.
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.	Not applicable	Policy Research Associates, Inc. does not develop software at this time.
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	Not applicable	Policy Research Associates, Inc. does not develop software at this time.
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.	Not applicable	Policy Research Associates, Inc. does not develop software at this time.
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	Not applicable	Policy Research Associates, Inc. does not develop software at this time.
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	Not applicable	Policy Research Associates, Inc. does not develop software at this time.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Not applicable	Policy Research Associates, Inc. does not develop software at this time.
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Not applicable	Policy Research Associates, Inc. does not develop software at this time.
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Not applicable	Color is not used as the sole means of conveying important information.

Section 1194.21 Software Applications and Operating Systems

* Refer to (<http://www.access-board.gov/sec508/guide/1194.21.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	Not applicable	Policy Research Associates, Inc. does not develop software at this time.
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	Supports	Blinking text or images with a frequency greater than 2 Hz and lower than 55 Hz are not used.
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Supports	If an electronic form is developed, validation errors will be text selectable and boxed to designate errors, in addition to turning red. When the page is linearized, its contextual meaning is not lost.

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Section 1194.22 Web-based Internet information and applications

* Refer to (<http://www.access-board.gov/sec508/guide/1194.22.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supports	PDF/WORD/POWERPOINT/EXCEL: A text equivalent for all images is provided via "alt-text". WEB: Text equivalent functionality available for non-text elements via "alt" attributes.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Supports	WEB: Video files and audio broadcasts have synchronized captions, and videos without audio will have audio description equivalents. Text transcripts are provided for audio files.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supports	PDF/WORD/POWERPOINT/EXCEL: Color is not used as the sole means of conveying important information. WEB: Webpages are not designed to use color as the sole means of context. If creating online forms, validation errors are text selectable and boxed to designate errors, in addition to turning red. When the page is linearized, contextual meaning is not lost.

Section 1194.22 Web-based Internet information and applications

* Refer to (<http://www.access-board.gov/sec508/guide/1194.22.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	PDF/WORD/POWERPOINT/EXCEL: Associated documents are developed as accessible PDFs, and web pages are developed to be accessible by a screen reader. WEB: Heading styles are built into individual web pages. Linear markup is provided site wide. When the page is linearized, its contextual meaning is not lost.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Supports	WEB: Additional text links are provided below an image containing a server-side image map.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Supports	WEB: Additional text links are provided below an image containing a server-side image map. Client-side image maps will also use "alt" attributes.
(g) Row and column headers shall be identified for data tables.	Supports	PDF/WORD/POWERPOINT/EXCEL: Documents using data tables have row and column headers tagged. WEB: Row and column headers are identified as such through Drupal's "th" attributes.
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Supports	WEB: Data cells and header cells in Drupal are identified using the "headers" and "id" attributes.
(i) Frames shall be titled with text that facilitates frame identification and navigation	Supports	WEB: iFrames are used for embedded videos and are coded with a title attribute and a link to the video hosting environment page.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	WEB: Blinking text or images with a frequency greater than 2 Hz and lower than 55 Hz are used.
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Supports	WEB: Web pages are developed to ensure compliance with Section 1194.22 Web-based Internet Information and Applications standards. When 508-compliance cannot be achieved, a text-only page is provided.
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Supports	WEB: If scripting language is used, webpages are designed to be read by Assistive Technology.

Section 1194.22 Web-based Internet information and applications

* Refer to (<http://www.access-board.gov/sec508/guide/1194.22.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with 1194.21(a) through (l).	Supports	WEB: Links that require plug-ins will be included on a webpage, or a file format page will be developed that includes links to all plug-ins necessary for files, such as PDF, Word, etc.
(n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Supports	WEB: Electronic forms are keyboard accessible and designed using a logical tab order and the tab index element. All form elements will have unique descriptive labels.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supports	WEB: Web pages are built with a hidden "Skip to Content" link at the beginning of the page to allow users to skip to the main content. The main content heading will be labeled as an H1.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not applicable	WEB: Timed response queries will not be used. If a user refreshes the form page, the information contained on the page will be lost.

Note to 1194.22: The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium: Paragraph (a) - 1.1, (b) - 1.4, (c) - 2.1, (d) - 6.1, (e) - 1.2, (f) - 9.1, (g) - 5.1, (h) - 5.2, (i) - 12.1, (j) - 7.1, (k) - 11.4.

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Section 1194.23 Telecommunications Products

* Refer to (<http://www.access-board.gov/sec508/guide/1194.23.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.
(b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.

Section 1194.23 Telecommunications Products

* Refer to (<http://www.access-board.gov/sec508/guide/1194.23.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.
(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.
(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.
(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.
(h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.
(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.
(j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.
(k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.
(k)(2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.

Section 1194.23 Telecommunications Products

* Refer to (<http://www.access-board.gov/sec508/guide/1194.23.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(k)(3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.
(k)(4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.	Not applicable	Policy Research Associates, Inc. does not develop telecommunications hardware or software.

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Section 1194.24 Video and Multi-media Products

* Refer to (<http://www.access-board.gov/sec508/guide/1194.24.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.	Not applicable	Not applicable.
(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.	Not applicable	Not applicable.
(c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.	Supports	MEDIA: Video files and multimedia products have synchronized captions.
(d) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.	Supports	MEDIA: Videos and multimedia products without audio have audio description alternates.

Section 1194.24 Video and Multi-media Products

* Refer to (<http://www.access-board.gov/sec508/guide/1194.24.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.	Supports	MEDIA: Display of captions is user-selectable.

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Section 1194.25 Self-Contained, Closed Products

* Refer to (<http://www.access-board.gov/sec508/guide/1194.25.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.
(c) Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.
(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.
(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.

Section 1194.25 Self-Contained, Closed Products

* Refer to (<http://www.access-board.gov/sec508/guide/1194.25.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.
(j) (1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.	Not applicable	Policy Research Associates, Inc. does not produce hardware at this time.
(j)(2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.
(j)(3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.
(j)(4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.

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Section 1194.26 Desktop and Portable Computers

* Refer to (<http://www.access-board.gov/sec508/guide/1194.26.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(a) All mechanically operated controls and keys shall comply with §1194.23 (k) (1) through (4).	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.
(c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.

Section 1194.26 Desktop and Portable Computers

* Refer to (<http://www.access-board.gov/sec508/guide/1194.26.htm>) for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and explanations
(d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards	Not applicable	Policy Research Associates, Inc. does not develop hardware at this time.

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Section 1194.31 Functional Performance Criteria

Criteria	Supporting Features	Remarks and explanations
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Supports through Equivalent Facilitation	End-user use of Windows and macOS Accessibility Options.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Supports	<p>WEB: Websites and online forms will be tested using various validators to ensure visually impaired users have access to all functionality.</p> <p>PDF: Documents will be tagged and tested to make sure the document is accessible to people who are visually impaired.</p> <p>WORD/POWERPOINT/EXCEL: Documents will be tested using CommonLook to make sure the document is accessible to people who are blind or visually impaired.</p>
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided	Supports	<p>WEB: Websites and online forms will be tested using various validators to ensure visually impaired users have access to all functionality.</p> <p>PDF: Documents will be tagged and tested to make sure the document is accessible to people who are visually impaired.</p> <p>WORD/POWERPOINT/EXCEL: Documents will be tested using CommonLook to make sure the document is accessible to people who are blind or visually impaired.</p> <p>MEDIA: Multimedia products that make use of audio will have captions or transcripts.</p>

Section 1194.31 Functional Performance Criteria

Criteria	Supporting Features	Remarks and explanations
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	Supports	MEDIA: Multimedia products that make use of audio will have captions or transcripts.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Supports	WEB: Websites will not make use of user speech for operation or information retrieval. Text alternatives will be provided for any audio-only element.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	Supports	WEB: Websites will not make use of fine motor control or simultaneous actions. Information will be provided visually with text alternatives when necessary.

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Section 1194.41 Information, documentation, and support.

Criteria	Supporting Features	Remarks and explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Supports	Policy Research Associates, Inc. will provide support documentation to end users in alternate formats upon request, at no additional charge.
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Supports	Policy Research Associates, Inc. will provide a description of the accessibility and compatibility features of products in alternate formats to end-users upon request, at no additional charge.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports	Support information will be made available to end-users through e-mail, phone, or website contact forms. Policy Research Associates, Inc. will work with end-users to ensure that they are able to access materials in an accessible format.

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