



# Progress-to-Date Report

## July 1, 2024

### Digital Accessibility Compliance (HB21-1110)

Pursuant to HB24-1454 (<https://leg.colorado.gov/bills/hb21-1110>), the Pikes Peak Workforce Center (PPWFC) has created this quarterly progress-to-date report. PPWFC is committed to providing digital services that are accessible to the widest possible audience, regardless of technology or ability. Our goal is to deliver a digital experience that achieves compliance with HB21-1110. This report documents our efforts toward meeting that goal.

This report covers our efforts up to July 1, 2024. It will be updated quarterly, and the report will be posted on our website before the start of the next quarter. For any questions regarding this report, please contact the PPWFC's Accessibility Coordinator, Steve Orzech, via the contact info listed on our website at <https://ppwfc.org/accessibility-to-services/>.

## **Progress up to July 1, 2024**

The Pikes Peak Workforce Center has completed our Digital Accessibility Plan pursuant to HB21-1110. The plan has been posted to our website and can be found here <https://ppwfc.org/accessibility-to-services/>. The plan outlines our strategies for making digital assets accessible and how we plan to implement those changes.

In the same section on our website, we have provided a request form for redress of inaccessible digital assets. Contact information for our ADA Coordinator is also included, allowing for direct requests.

### **Staff:**

PPWFC staff undergo yearly training on ADA-related topics to ensure they are well-versed in accessibility standards and practices. New staff members receive training on PPWFC ADA policies as part of their onboarding process, ensuring that accessibility is a foundational aspect of their roles from the start.

#### Accessibility Coordinator Expertise:

- The Accessibility Coordinator has attended multiple training courses on various ADA policies, gaining comprehensive knowledge of accessibility requirements and best practices.
- The coordinator holds an ADA Coordinator Certification issued by the Great Plains ADA Center.
- The coordinator has become proficient in Adobe Pro ADA accessibility features and several other software packages, enabling the creation and management of accessible digital content.

- The PPWFC has a backup Accessibility Coordinator, Michael Walton, who holds an ADA Coordinator Certification.
- This expertise ensures that PPWFC can effectively implement and maintain accessibility standards across all digital platforms and documents.

By investing in comprehensive and ongoing training, PPWFC ensures that all staff members are equipped to support and enhance digital accessibility, fostering an inclusive environment for all users.

### **Website:**

Our website, <https://ppwfc.org>, has been made accessible through ADA Site Compliance (<https://adasitecompliance.com>). ADA Site Compliance performs thorough accessibility checks on our website twice a year, ensuring all errors and issues are promptly addressed. They are experts in WCAG and Section 508 compliance standards, providing us with the necessary expertise to maintain an accessible digital presence.

### Key Features of Our Website Accessibility Efforts:

- **Biannual Audits:** ADA Site Compliance conducts detailed audits of our website twice a year. These audits identify any accessibility issues, which are then promptly resolved to ensure continuous compliance.
- **Expert Guidance:** Leveraging their expertise in WCAG and Section 508 standards, ADA Site Compliance provides us with actionable recommendations and solutions to maintain and enhance our website's accessibility.

- Continuous Monitoring: Beyond the biannual audits, our team continuously monitors the website to ensure that new content and updates meet accessibility standards.
- User Feedback Integration: We encourage users to provide feedback on any accessibility issues they encounter. This feedback is invaluable in helping us identify and address any gaps in accessibility.

By partnering with ADA Site Compliance and committing to continuous improvement, we ensure that our website remains accessible to all users, providing an inclusive digital experience.

### **Digital Content:**

As of the publication of this document, the PPWFC has identified approximately 5,000+ documents. These include, but are not limited to:

- Budget documents
- Meetings and agendas
- Advertisements
- Programming schedules
- Presentations
- Reports
- Policies and procedures
- Promotional materials
- Tables and charts
- Emergency communications

## **Digital Content Action Plan – 1<sup>st</sup> Year:**

The plan for meeting compliance is outlined below. Detailed Standard Operating Procedures (SOPs) will be created to delve deeper into individual tasks. Progress will be tracked using the quarterly Progress-to-Date Report.

### **1. Sorting of All PPWFC Files**

- Categorize each digital asset into active and inactive use documents.
- Expected completion: within the first 3 months.

### **2. Determining Social Media Impact**

- Decide how far back to go on posts and remove old posts.
- Expected completion: within the first 3 months.

### **3. Staff Training**

- All staff will be trained in our new policies and procedures.
- The Social Media team will be trained in making posts accessible and adding captions as needed for all active posts.
- Extra staff may be hired to assist the Accessibility Coordinator in processing all PPWFC active documents.
- Training of the staff is expected to be completed within 3-6 months.

### **4. Creation of SOPs**

- Developed by the Accessibility Coordinator.
- Expected completion: within the first 6 months.

### **5. Document Request Procedures**

- Establish procedures for staff to request new or old documents.
- Expected completion: within the first 6 months.

### **6. Processing of All Active Files**

- To be completed over the course of the next year.
- Expected completion: by the end of PY24.