

LTG Associates, Inc.

HHS Section 508 Evaluation Template

Name of Product:

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Summary Table		
Criteria	Supporting Features	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	Not Applicable	LTG does not offer software applications and operating systems as part of its services.
Section 1194.22 Web-based internet information and applications	Supports	Alt text used for all images, logical tab order used, color not used to convey information, style sheet not required to read documents, no image maps used, data tables use proper table row and header tags, and no frames used.
Section 1194.23 Telecommunications Products	Not Applicable	LTG does not offer or supply any telecommunications products.
Section 1194.24 Video and Multi-media Products	Not Applicable	LTG does not provide any multi-media products.
Section 1194.25 Self-Contained, Closed Products	Not Applicable	LTG does not offer or supply any self-contained, closed products.
Section 1194.26 Desktop and Portable Computers	Not Applicable	LTG does not offer or supply any desktop or portable computers.
** Section 1194.31 Functional Performance Criteria	Supports	All product and services are 508 compliant and are provided in an accessible electronic format upon request. All documents created, whether PDF, Word or Excel, will be checked for proper style and formatting, alt text and correct reading order as well as be ran through an accessibility report using MS Office 2010 or Adobe Acrobat professional X.
** Section 1194.41 Information, documentation, and support.	Supports	All information, documentation, and support

		is available by phone, email or accessible electronic formats, and on our website conformant with section 1194.22
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Section 1194.22 Web-based Internet information and applications

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	Alt text is provided for all images with the exception of decorative images such as page backgrounds.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Not Applicable	No multimedia presentations are used on LTG Associates website.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Not Applicable	Information is not conveyed with color.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	Style sheets are not used. Styles are included within each web page. All documents are in the form of 508 compliant PDFs.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not Applicable	No server-side image maps are used.
(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.	Not Applicable	No image maps are used.
(g) Row and column headers shall be identified for data tables.	Supports	The <th> tag is used to identify the header row in tables.
(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	The <td> tag is used to identify all data cells in tables.
(i) Frames shall be titled with text that facilitates frame identification and navigation	Not Applicable	No frames are used on LTG's website nor shall any web content be created for a client of LTG that includes frames.
(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	No blinking text or images with a frequency greater than 2 Hz and lower than 55 Hz 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.	Not Applicable	All pages comply with the provisions of this part.

(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	Alt images with text are used where a flash element is embedded. Interface elements are keyboard accessible with logical tab orders. Functional text has been added to identify elements that use Javascript.
(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).	Not Applicable	No applet, plug-in or other application needs to be present to interpret page content.
(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.	Not Applicable	Interface elements are keyboard accessible with logical tab order. Descriptive text is used for each field that requires user input.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supports	A "Skip to content" link is provided on each page to avoid repeating links in the navigation bar.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not Applicable	No timed response is required.

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	Support for Assistive Technology used by people who are blind or visually impaired shall be provided. All documents created, whether PDF, Word or Excel, will be checked for proper style and formatting, alt text and correct reading order as well as be ran through an accessibility report using MS Office 2010 or Adobe Acrobat professional X.
(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	Support for Assistive Technology shall be provided. All documents created, whether PDF, Word or Excel, will be checked for proper style and formatting, alt text and correct reading order as well as be ran

		through an accessibility report using MS Office 2010 or Adobe Acrobat professional X. Deliverables in the form of hard copies may be presented using enlarged print upon request.
(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	All deliverables created with audio content shall have alternative text provided.
(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	All information given in an audio format will also be provided in an alternative text format.
(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.	Not Applicable	User speech is not required for retrieval of LTG's services. Any communications may be accessed via keyboard text or mouse input.
(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.	Not Applicable	Fine motor control or simultaneous actions are not required for retrieval of LTG's services.

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	LTG 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	LTG will provide a description of the accessibility and compatibility features of products in alternate formats or alternate methods, at no additional charge.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports	All support information is available by phone, email or accessible electronic formats, and on our website conformant with section 1194.22. LTG will work with end-users in a format that is required to insure they receive the full benefit of our services.