

LTG Associates, Inc.
HHS Section 508 Evaluation Template

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Name of Product: LTG Associates Products and Services

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Summary Table		
Criteria	Supporting Features	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	Not Applicable	
Section 1194.22 Web-based internet information and applications	Supports	LTG's products in the form of web pages, electronic documents, presentations, and multimedia fully meet compliance standards for subpart 1194.22 and the W3C's WCAG 2.0 standards.
Section 1194.23 Telecommunications Products	Not Applicable	
Section 1194.24 Video and Multi-media Products	Not Applicable	
Section 1194.25 Self-Contained, Closed Products	Not Applicable	
Section 1194.26 Desktop and Portable Computers	Not Applicable	
** Section 1194.31 Functional Performance Criteria	Supports	All products and services are designed to be accessed in multiple ways, thereby assuring accessibility to the widest audience possible; including persons with visual impairments, hearing impairments, mobility issues, and/or cognitive issues.
** Section 1194.41 Information, documentation, and support.	Supports	Where support documentation and services are provided for products, they will be offered in an accessible format.

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	An alternate text description is provided for all non-text elements to be used for posting to social media, web pages, or in electronic documents. All charts, graphs, diagrams, and tables will be provided with a key take-away of the data being presented. Images as text are avoided and decorative images are given an empty Alt tag.

(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Supports	Closed captioning is provided for all multimedia and an audio description is provided for any visual content that is important to the understanding of the content that is not included in the narration.
(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	Information is not conveyed in color only. In instances where color is used to convey information or bring focus to information, text will be included within the content or surrounding text that offers the same information. For instance, data labels will be included in charts instead of relying on legends only.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	Documents are not created with an associated style sheet. Web pages are created so their layout is not changed when CSS is turned off or the page is enlarged to 200%.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not Applicable	Server-side image maps are not 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.	Supports	Client-side image maps are designed to be able to be accessed using a keyboard only with alt text included.
(g) Row and column headers shall be identified for data tables.	Supports	The <th> and <tr> tags will be used on web pages, Header Row and/or First Column will be used in Word documents, and the tag <TH> will be used in PDF documents to satisfy this requirement.
(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	Tags for the previous requirement will be used as well as colspan and rowspan for web pages and associations made in the form of ID's in the properties of cells in PDF documents.
(i) Frames shall be titled with text that facilitates frame identification and navigation	Supports	A descriptive title will be used for all frames. Frames for multimedia will include a title that describes the video being presented.
(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	Flickering or flashing content or moving text is not used in the design of LTG products. When screen transition is used, the animation is smooth and completed within 5 seconds.
(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	Supports	Every effort is made to assure all content is accessible on each page or product, however when a text-

cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.		only version is required the text-only version is compared next to the original to assure no information is lost.
(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.	Not Applicable	LTG does not use scripting languages to display any of its data or information on any web pages or documents.
(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	When content may only be accessed using an applet such as Adobe Reader, a link to download compliant software will be provided on the same page as the 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.	Supports	Forms will be created to be keyboard only accessible and will include access to tool tips, instructions, and form field labels will be in close proximity to their form fields.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supports	Skip navigation links will be accessible by screen readers and keyboards to allow users to skip repeated navigation and go directly to the body of each page.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Supports	All pages will provide sufficient time, and allow the user to indicate that more time is required in an accessible fashion.

Section 1194.31 Functional Performance Criteria		
<i>Criteria</i>	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	All products are created to be accessible by screen reader software and/or include audio description. PDF's are tagged for accessibility, reading order is tested in all products, alt text is provided for all non-text elements, and audio description is provided for all video only and multimedia products.
(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	Products are created to be accessible by screen readers or include audio description. All content is developed with visual impairments in mind; large and clear fonts are used, a high contrast level is maintained between foreground and background elements, clear images are used,

		PDF's that are not "scanned in", images as text are avoided, color is not used as the only means to convey information, and all pages are able to be magnified to 200%.
(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 content that is delivered audibly will all be presented in a text format. Closed captioning is provided for all audio in multimedia and a text only version is provided for audio only content such as podcasts.
(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.	Not Applicable	LTG does not provide products that require audio only to retrieve information.
(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	LTG does not provide products that require user speech to retrieve information.
(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	All products are created to be accessible using a keyboard only, stylus, or voice commands built into the users operating system or assistive technology.

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	All documentation is made available in an accessible format and a point of contact is provided to process requests for alternative formats.
(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	Support services are available to provide information on accessibility and compatibility features and to provide alternative formats.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports	A point of contact is available to assist end-users in accessing all products and services and to provide products and services in the format that best meet the user's needs.