

ADA / Section 508 Compliance Checklist

v2.1 · Oct 2025 · Applies to web, email, social, video, and PDFs · WCAG 2.1 AA

Design & Media

Visual Design & Readability

A a 4.7:1	Link
Pass 4.5:1+	Fail 2.9:1

-  **Contrast:** Maintain $\geq 4.5 : 1$ between foreground text and background. Check logos, buttons, and link text on colored fields. Pass Fix N/A
-  **Font choice:** Sans-serif (Inter, Public Sans, Arial, Verdana). Avoid ALL-CAPS blocks > 4 words. Minimum 16 px body / 14 pt print. **Line spacing $\geq 1.5\times$; paragraph spacing $\geq 1.2\times$ font size.** Pass Fix N/A
-  **Color coding:** Never convey meaning by color alone (e.g., use "✓ Complete / ✘ Pending" instead of green/red dots). Pass Fix N/A
-  **Dark-mode:** Test link contrast; #1E6FB9 on #0F1720 = **Fail**; use #9DD1FF for legibility. Pass Fix N/A

Images & Graphics

-  **Alt text on all images:** Describe the purpose ("Public Works crew clearing flooded street") not the visual ("photo of men in rain"). Pass Fix N/A
-  **Decorative images:** Use alt="" so screen readers skip them. Pass Fix N/A
-  **Infographics:** Provide equivalent HTML table or text under the chart labeled "Data Summary of Chart". Pass Fix N/A
-  **Logos:** Alt text = agency name only (e.g., "Hallandale Beach CRA logo"). Pass Fix N/A

Audio / Video

-  **Captions for video:** Include open or closed captions for spoken dialogue and important sounds. Pass Fix N/A
-  **Transcripts for audio:** Provide full verbatim text or a summary for podcasts, PSAs, and recordings. Pass Fix N/A

<input checked="" type="checkbox"/> Player controls: Ensure Play/Pause are keyboard-operable and clearly labeled.	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Flashing limits: No content should flash more than 3 times per second (WCAG 2.3.1).	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A
<input checked="" type="checkbox"/> QR/video overlays: Any text burned into video must also appear in captions or the description.	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Sign-language: Provide ASL for critical emergency announcements where feasible.	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A

🔗 Content & Navigation

Links & Navigation

<input checked="" type="checkbox"/> Descriptive links: Use action language ("View service schedule" not "Click here").	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Focus order: Tab sequence follows visual reading order.	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Skip-to-content: Include for webpages and emails with repetitive navigation.	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A
<input checked="" type="checkbox"/> ARIA landmarks: Correctly label banner, nav, main, and footer.	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Keyboard test: Press Tab / Shift+Tab through navigation; ensure visible focus ring ≥ 3 px.	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A
<input checked="" type="checkbox"/> PDF tagging: Export PDFs with proper headings (H1–H3), reading order, and bookmarks. In Acrobat: <i>Tag root element</i> via Accessibility tools.	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A

Language & Readability

<input checked="" type="checkbox"/> Plain language: Grade 8 reading level target. Replace jargon ("commence mitigation") with common phrasing ("start repairs").	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Short sentences: ≤ 20 words average; active voice preferred.	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Headings & lists: Use structured headings and bullets for screen reader navigation.	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Translations: Provide Spanish and Haitian Creole for public-facing notices and emergency updates. Back-translate first paragraph to verify accuracy.	<input type="checkbox"/> Pass <input type="checkbox"/> Fix <input type="checkbox"/> N/A

- “Commence mitigation activities.”
- “Begin repair work.”

Testing & Compliance

Testing & Verification

- Level 1 — Automated:** WAVE / axe / Lighthouse Accessibility (score ≥ 90). Pass Fix N/A
- Level 2 — Manual:** Keyboard-only navigation; confirm focus visibility and logical order. Pass Fix N/A
- Level 3 — Screen reader:** Spot-test with NVDA (Windows) or VoiceOver (macOS/iOS). Pass Fix N/A
-  **Color-blind simulation:** Use Coblis or Sim Daltonism for critical graphics. Pass Fix N/A
-  **Quarterly audit:** Review 5 sample pages per department per quarter; log in the shared tracker. Pass Fix N/A
-  **Record issues + fix timeline** in monthly compliance log. Pass Fix N/A

Deliverable Formats (when publishing)

Channel	Accessibility Requirement	Tool / Check
Web pages	WCAG 2.1 AA	WAVE / axe scan
PDFs	Tagged PDF, Alt Text, Reading Order	Adobe Acrobat Accessibility Checker
Emails	Descriptive links / Alt text	ESP Preview + Litmus
Social Media	Captioned videos / Alt images	Native platform fields
Videos (YouTube/Vimeo)	Captions + Transcript	YouTube Auto-CC + edit
Social Reels / Stories	Captions + on-screen text contrast	Clips + manual check
Presentations (PPT/Slides)	Alt text on charts + unique slide titles	MS Accessibility Checker / Grackle

Compliance Contacts & Escalation

Name	Role	Contact
[Name]	City ADA Coordinator	[email · phone]
[Name]	Web & Digital Services	[contact]

[Name]	Emergency PIO Accessibility Lead	[contact]
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Escalation: Accessibility issues must be acknowledged within 24 hours and resolved within 10 business days per City policy § 2025-A11.

Footer Example (for PDFs & emails)

*Accessible version and alternate formats available at
hallandalebeachfl.gov/accessibility · TTY 954-555-0123 · Email
access@hallandalebeach.gov.*

This document meets WCAG 2.1 AA and Section 508 Refresh (2018) standards.

Optional add-on: include a small audit QR linking to your public accessibility feedback form.

Reviewed by [Dept]

Next review: Apr 2026

v2.1



Scan for resources
matthewjamescarbonell.com