



# 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


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


## Content & Navigation

### Links & Navigation

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

### Language & Readability

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

 "Commence mitigation activities."

☒ "Begin repair work."


## Testing & Compliance


### Testing & Verification

**Level 1 — Automated:** WAVE / axe / Lighthouse Accessibility (score  $\geq$  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
<b>Social Reels / Stories</b>	Captions + on-screen text contrast	Clips + manual check
<b>Presentations (PPT/Slides)</b>	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](mailto: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](http://matthewjamescarbonell.com)