

DOJ ADA Webinar Follow-up Questions

1. **Can we avoid these requirements with published PDF files in lieu of web-based content?**

R. No. PDFs posted online must still meet accessibility (ADA/WCAG) requirements.

2. **What app(s) do you recommend for testing color contrast?**

R. WebAIM Contrast Checker, TPGi Colour Contrast Analyser, or built-in tools in Adobe and Microsoft.

3. **Similar question, if our ACFR is posted as PDF, how do we comply with requirements?**

R. Ensure the PDF is fully tagged, structured properly, has alt text, reading order, bookmarks, and passes an accessibility checker.

4. **Do you need anything additional if the pictures already have comments describing the pictures?**

R. Yes. Comments are not enough. You must include proper alt text coded into the document.

5. **What programs can we use to ensure PDF files are compliant for large documents like ACFRs?**

R. Adobe Acrobat Pro (Accessibility Tools), CommonLook, axesPDF, or similar remediation software.

6. **What if % are already on the pie chart... do you need to include verbage?**

R. Yes. Provide a text summary of key data or trends for screen reader users.

7. **I make my org's PAFR, and we use a lot of huge tables. For pie charts, I can make an alt tag that describes the numbers.. but we use massive tables, where summarizing the chart data is really hard... what would be an alt tag for a table?**

R. Tables don't get alt text summaries like images. Use properly structured table headers and include a brief summary describing what the table shows.

8. **Would utility bills that are emailed be considered individualized? To access their bill on our website they would need to log in, however, there is also a quick option payment that doesn't require a password if an individual knows their account number and amount due?**

R. Yes, if tied to a specific customer account. However, any public-facing website features (like quick pay) must still be accessible.

9. **Are some governments hiring a 3rd party to make the final ACFR ADA compliant? (Long question about ACFR complexity and deadlines.)**

R. Yes, many are using third-party remediation vendors due to complexity and time constraints.

10. **Do you have any guidance on how ACFR reports be displayed or made available?**

R. Provide an accessible PDF, consider an HTML version if possible, and ensure easy navigation (bookmarks, TOC, logical structure).

11. **If we use a website to prepare documents, but constituents do not use that website, does that website have to be ADA accessible?**

R. If it's internal-only and not public-facing, generally no. If the public interacts with it, yes. Just be mindful your employees are also constituents.

12. **Any tips on making data tables more accessible within a PDF?**

R. Use proper header rows, define scope, avoid merged cells when possible, and verify correct reading order.

13. **What about content within live presentations? A graph during a presentation such as a webinar? How is that met if it isn't a static document?**

R. Describe visuals verbally in real time and provide accessible materials (slides/recording) afterward.

14. Can further information or tips be provided on how to make social media posts more accessible?

R. Add alt text to images, use camel case in hashtags, caption videos, avoid excessive emojis, and ensure good color contrast.

15. For management agreement: for example Event center. Do they have to be compliant (city is responsible)?

R. If operating on behalf of the city or providing public services, accessibility requirements likely apply.

16. If we have multiple years of Financial Report PDFs (not archived) available on our website, do we need to make sure all of the previous years PDFs are in compliance?

R. If they are actively posted and not archived, yes. Archived content may have limited exceptions.

17. Are there capabilities in google slides and sheets to check for accessibility before a document is published to a website... ?

R. Yes. Google Workspace has built-in accessibility check features, though they are less robust than Microsoft/Adobe tools.

18. We use a third-party software to build our large annual financial reports. Does that mean that our third-party provider is responsible for ensuring ADA requirements?

R. No. The government entity remains responsible, even if a vendor creates the document. You may force them to be compliant – but compliance is the responsibility of the government entity.

19. Where do you learn about tagging documents?

R. Adobe tutorials, WebAIM, Section508.gov, vendor trainings, and formal accessibility courses.

20. If a grants management system requires a log-in to allow someone to file a grant application for funding, do I understand correctly that this would be an exception since it requires an individual log-in?

R. No. Login requirement does not exempt it. Systems used by the public must still be accessible.

21. Are downloadable excel spreadsheets posted on a website automatically readable and accessible. I am usually only working with word docs and Adobe formats to make ADA compatible?

R. No. They must use proper headers, structure, sheet names, and pass accessibility checks before posting.