



August 27, 2020

Accessibility Prioritization Report August 2020

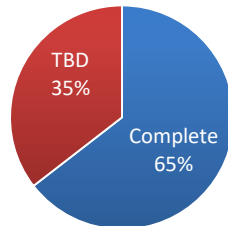
The report was created to document the Office of Accessibility’s efforts, in coordination with the Communications Department, Information and Technology Department, and other City stakeholders, to ensure compliance with Administrative Order 2020-02.

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Training Schedule and Project Documents

To ensure compliance with Administrative Order 2020-02, the Office of Accessibility will release over thirty (30) policies, procedures, processes, technical support documents, and trainings.



Training plans were developed to address low hanging fruit, such as agendas, minutes, and promotional material created in Microsoft Office Suite.

Release Schedule

Name	Release	Platform
Web Assessment	July - December 2019	Assessment
Social Media Policy	Jul-19	Manual
Creating Accessible Documents	Jul-19	Presentation
PAO Disabilities	Sep-19	Presentation
Content Manual for Accessibility	Sep-19	Manual
City Progress in Accessibility	Oct-19	Presentation
Improving the Public Process with Accessibility and Inclusion	Nov-19	Presentation
City Progress in Accessibility	Nov-19	Presentation
VPAT Procurement Guide	Nov-19	Manual
City Progress in Accessibility	Nov-19	Presentation
ADA Compliance Manual for Developers and Designers	Dec-19	Manual
City Progress in Accessibility	Feb-20	Presentation
Administrative Regulation 2020-02	Mar-20	Policy
Accessibility Changes made to Granicus	Spring 2020	Policy
Accessible Word Documents	Apr-20	NeoGov
First Accessibility Prioritization Committee	Jul-20	Teams
Accessible Excel Documents	Aug-20	Presentation
Accessible Bus Schedules	Aug-20	Process
Accessible PDF Documents	Sep-20	NeoGov
Kiosk Standards	TBD	Guidance
Accessible PowerPoint Documents	TBD	NeoGov
Accessible Outlook Messages	TBD	NeoGov
Accessible InDesign Files	TBD	NeoGov
Accessible Photoshop Files	TBD	NeoGov
Add. Granicus PDFs	TBD	TBD - Processs
Add. External apps that generate PDFs	TBD	TBD - Processs
Add. Financial Software	TBD	TBD - Processs
Add. Transition Plan Software	TBD	TBD - Processs
Map Gallery	TBD	TBD - Processs

SpringsView

TBD

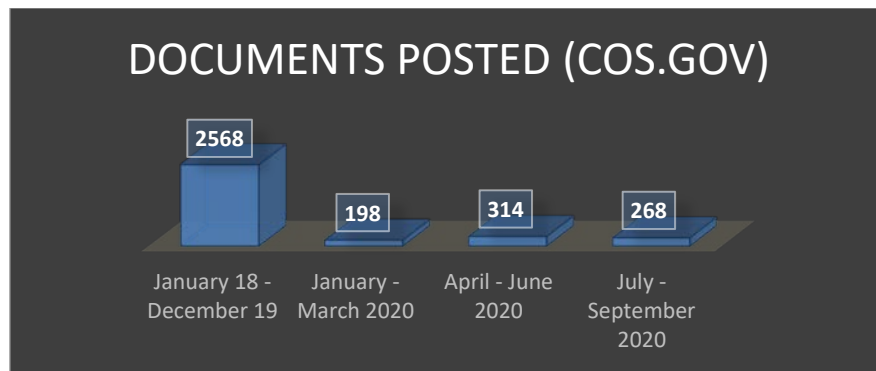
TBD - Process

Remediation Efforts (Documents)

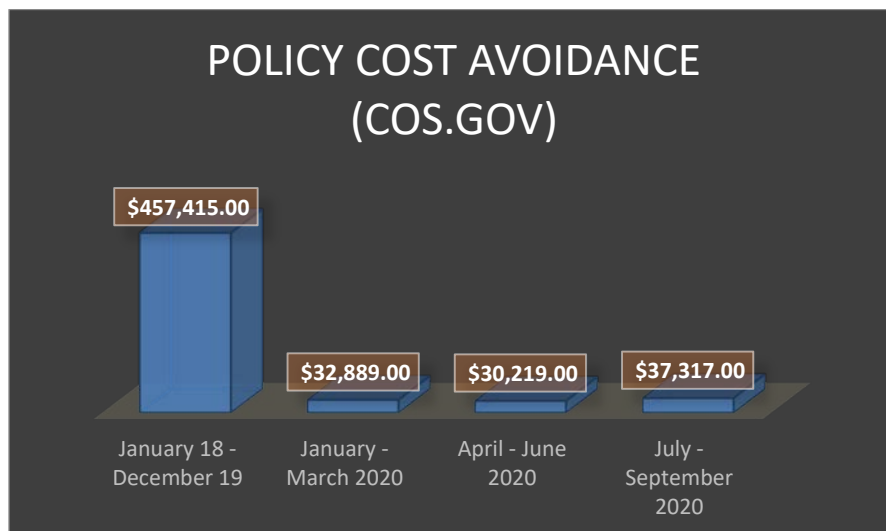
The large volume of documents posted from January 2018-to December 2019 include documents posted prior to January 2018 (as needed). In July of 2019 the Office of Accessibility applied the draft project policy (Administrative Order 2020-02) to COS.gov’s posted documents and designated each document identified as follows:

1. Tagged document (general accessibility)
2. Excluded document (requires accommodation statement tag)
3. Remediated document
4. Accessible Template

Documents Posted (COS.gov)



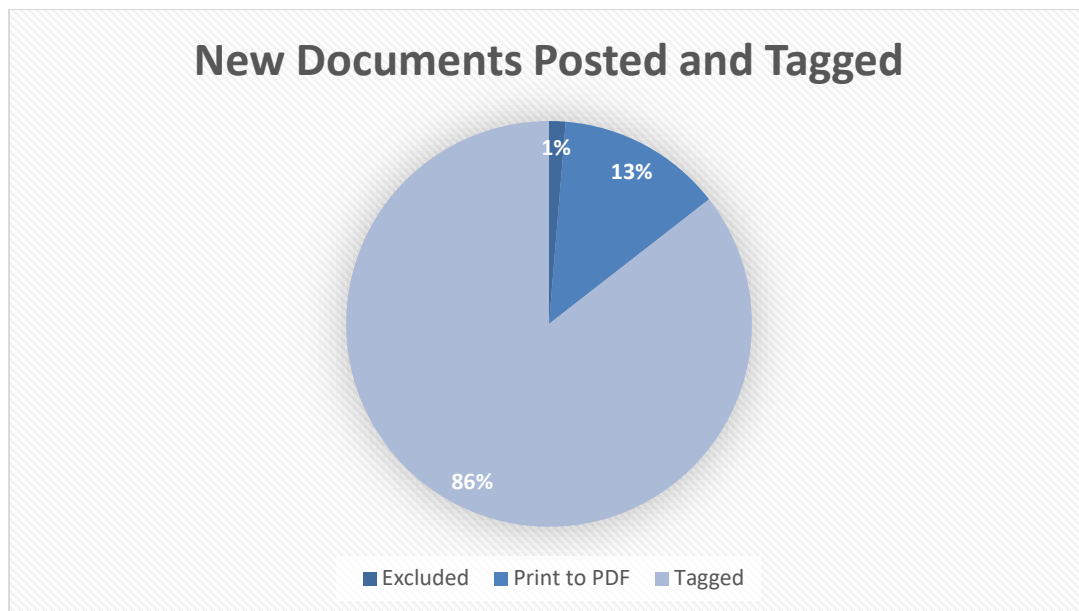
Policy Cost Avoidance (COS.gov)



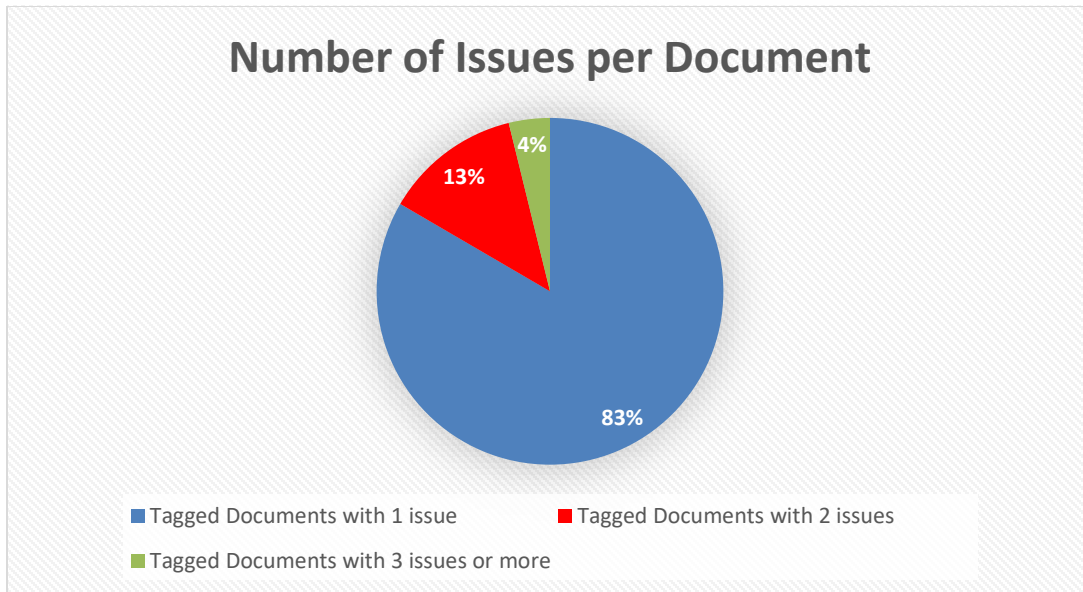
The Office of Accessibility anticipates that the City of Colorado Springs will continue to post between 250-400 documents each quarter.

Estimated cost savings in remediation contracts from the periods July 2019 – June 2022 (project end date) are approximately \$800,000 (portable documents only).

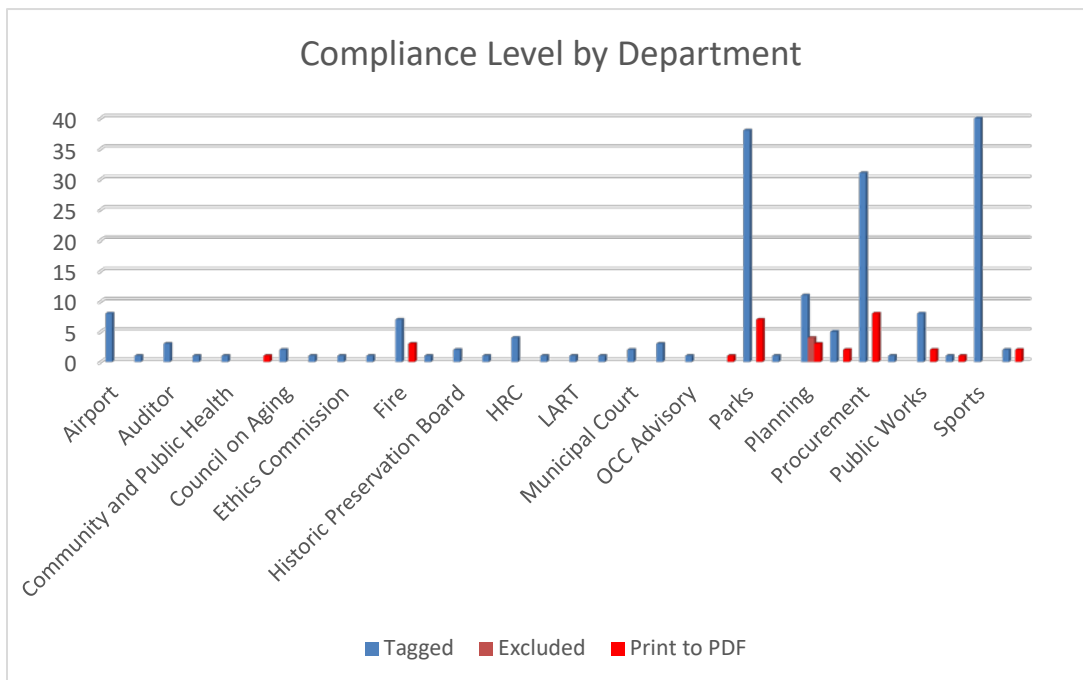
In May of 2020 the Office of Accessibility and Organizational Development released its first NeoGov training “Creating Accessible Documents in Microsoft Word.” Of all new documents posted in July, approximately 86% were tagged, up from 78% in May and 81% in June.



In July 2020, of the 268 documents posted, approximately 230 were tagged. Of those 230, only 17% had more than one major accessibility violation such as failure to properly nest headings, use sharp contrast, or include a title.



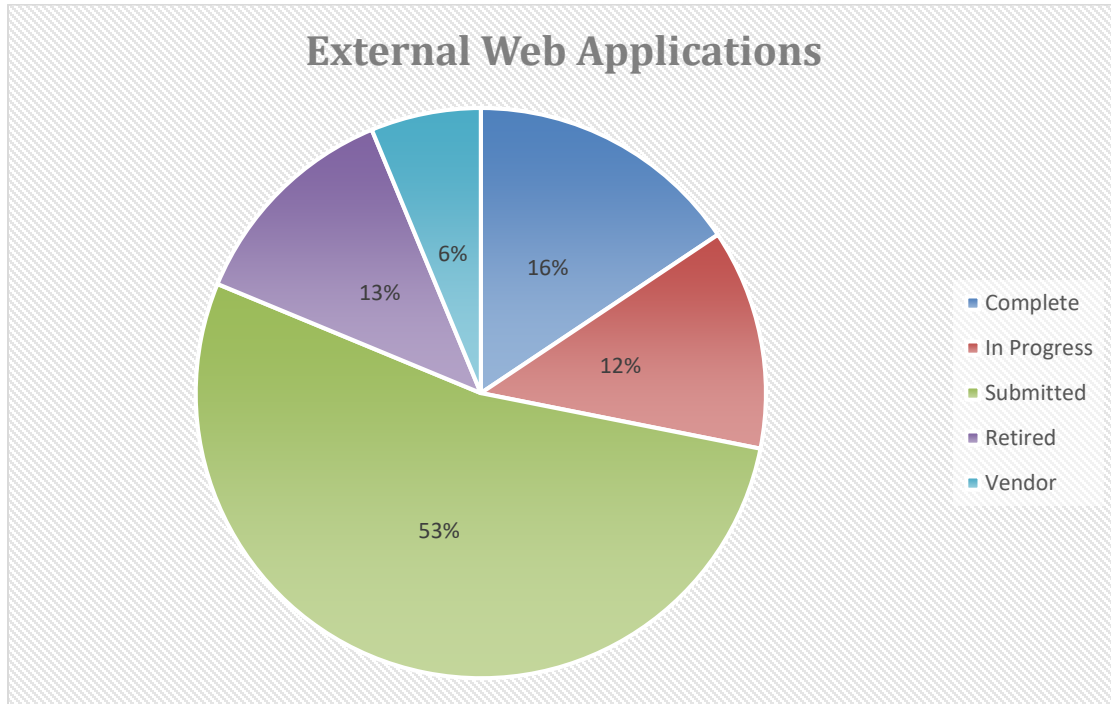
Out of 268 documents published, approximately 38 were posted without tags as imaged PDF documents. Departments that post documents in high volume made up the bulk of these violations.



External Web Applications

The Office of Accessibility is working closely with the Information and Technology Department to ensure compliance with Administrative Order 2020-02.

Of thirty two (32) applications assessed, approximately half are in progress or complete at this time.





Application Name	Address
Apply for a Truck Permit (submitted)	https://aca.accela.com/COSPRINGS/Cap/CapApplyDisclaimer.aspx?module=PublicWorks&TabName=PublicWorks
ArcGIS (complete)	http://coloradosprings.maps.arcgis.com/apps/PublicGallery/index.html?appid=9e14737f09264d2e9dcd03fd56ec5784
Book a Flight (in progress)	https://booking.travelservice.net/booking_flight_price_auto.aspx?client=flycos
Campaign Finance Application (submitted)	https://campaignfinance.coloradosprings.gov/CampaignFinance/Query/Filings?mlid=45416
Clerk Document Search (in progress – vendor)	https://citydocs.coloradosprings.gov/WebClerk/Search.aspx
Concrete and Excavation Permits (submitted)	https://aca.accela.com/COSPRINGS/Cap/CapApplyDisclaimer.aspx?module=PublicWorks&TabName=PublicWorks
CORA Request (retired)	http://www.springsgov.com/units/communications/CORA%20RequestSubmission0.html
Drainage Basin Studies (in progress)	http://www.springsgov.com/dbps/
Elections Campaign Finance Portal (submitted)	https://campaignfinance.coloradosprings.gov/CampaignFinance/
Engineering Design Plan Index (submitted)	https://secure.springsgov.com/PlanIndex/
Flight Status (in progress)	https://www.infax.com/webfids/cos
Hammers Hazardous Material (retired)	https://hammers.springsgov.com/submit/T2_Menu.asp
Hammers Updated (in progress)	hammers.coloradosprings.gov
Impound Vehicle Search (submitted)	https://cspd.springsgov.com/Impound/VehicleFees.aspx
Legistar Agendas and Minutes (complete)	https://coloradosprings.legistar.com/Calendar.aspx
Liquor Permitting Application (retired)	http://www.springsgov.com/units/cityclerk/search/search.aspx?Type=LIQ
Master Development Drainage Plans (in progress)	http://www.springsgov.com/mddp/
Municipal Court Online Payment (submitted)	https://www.ncourt.com/x-press/x-onlinepayments.aspx?juris=936BE52E-C56E-460D-A461-3AF6C25A19FD



Open Data Portal (complete)	https://data.coloradosprings.gov/
Parks and Rec Registration (submitted)	https://apm.activecommunities.com/cityofcoloradosprings
Pioneer's Museum (Complete)	https://www.cspm.org/?mliid=4781
Planning LRDS (submitted)	https://eoc.springsgov.com/ldrs/
Planning LUIS (submitted)	http://www.springsgov.com/Plan/luispublic/luispublic.asp
Police Record Request (submitted)	https://aca.accela.com/cosprings/
Public Works Map Gallery (submitted)	http://coloradosprings.maps.arcgis.com/apps/PublicGallery/index.html?appid=dabb76a8ba4d4ec885ef67bdc12edfca
Sales Tax Online Services (submitted)	https://salestax.springsgov.com/SalesTax
Springs Caps (complete)	https://springscaps.org/?mliid=5076
Sterling Codifiers (vendor)	https://www.sterlingcodifiers.com/codebook/index.php?book_id=855?mliid=41166&mliid=41166#
Subdivision Viewer(submitted)	http://www.springsgov.com/subdivview/
Trapeze (retired)	http://hiwire.springsgov.com/
Wildfire Mitigation (retired)	http://www.springsgov.com/wildfiremitigation/
Chipping Request (submitted)	https://secure.springsgov.com/MRcgi/MRTicketPage.pl?MAJOR_MODE=CREATE&LASTID=22687&USER=&MRP=0&CUSTM=kevin.mcdaniel@coloradosprings.gov&NEWSTATUS=REQUEST&PROJECTID=54

**Prioritization Needed*