

## NYSERDA Accessibility Requirements

Accessible content and functionality ensures those with disabilities or impairments have the access to NYSERDA information and opportunities.

NYSERDA requires contractors producing content and functionality intended to be published to the Web to adhere to New York State Enterprise IT Policy NYS-P08-005, “Accessibility of Information Communication Technology” (hereafter referred to as NYS Accessibility Policy), located at <https://its.ny.gov/document/accessibility-web-based-information-and-applications-compliance-reporting>. The NYS Accessibility Policy aligns with Web Content Accessibility Guidelines (WCAG) 2.0 – All Level A and AA guidelines, found at <https://www.w3.org/TR/WCAG20/>.

### NYSERDA’s Accessibility Review Process

NYSERDA reviews content and functionality intended to be published to the Web for Level A and AA compliance to Web Content Accessibility Guidelines (WCAG) 2.0. Web content and functionality includes not only Web pages and software applications, but downloadable and streaming resources such as PDFs, images, audio, video, multimedia, and other file-types found on websites.

NYSERDA will scan contracted web sites and provide a report of errors to the contractor for resolution. NYSERDA will then rescan the web site until a clean report is generated. Contractors should allow time for review and remediation prior to publishing.

### Accessibility Validation

#### *Web Pages and Applications*

To expedite the review process of web pages and ensure compliance, developers are strongly encouraged to validate their work prior to submitting it to NYSERDA for review using an accessibility validation tool of their own preference, or the [WAVE](#) web browser plugin (Chrome or Firefox) and the [SiteImprove](#) web browser plugin (Chrome).

To assist with checking color contrast issues, download and install the Chrome web browser extension [Color Contrast Analyzer](#). This extension allows you to analyze text color contrast problems on a webpage according to the WCAG 2.0 text color contrast requirements. Additionally, you can evaluate files on your computer that can be opened in Chrome, such as image files and PDF files.

### *Portable Document Format (PDF)*

Authors should create their documents in Microsoft Word, using a proper document structure that includes, but not limited to: headings, table row and column headers, and accurate and descriptive alternative text for images, charts, and figures.

Prior to conversion to PDF format, authors should run the built-in [Microsoft Word Accessibility Checker](#). Then, upon creating the PDF version of your file, authors should validate their work prior to submitting it to NYSERDA for review using an accessibility validation tool of their own preference, or one of the following tools:

- [Free PDF Accessibility Checker \(PAC version 3\)](#)
- [Adobe Acrobat DC or Pro DC](#)
- [CommonLook PDF GlobalAccess](#)

NYSERDA may use a combination of tools to review PDF files. Authors should seek to attain a clean scan from at least one third party software tool prior to submitting files to NYSERDA. NYSERDA has found the Free PDF Accessibility Checker (PAC version 3) to be the most comprehensive tool for validating accessibility requirements.

### *Screen Reader*

The [NVDA](#) (Non-Visual Desktop Access) screen reader is a free tool for blind users to access web page content. Using this tool (without a mouse) will help developers realize the shortcomings of inaccessible design. While it does not provide a report on accessibility errors, it does emulate the browsing experience for a blind user.

## **Resources for Creating Accessible Content**

- [Introduction to Web Accessibility](#)
- [Accessibility Principles](#)
- [Easy Accessibility Checks – A First Review](#)
- [Designing for Web Accessibility](#): Tips for user interface and visual design
- [Writing for Web Accessibility](#): Tips for writing and presenting content
- [Developing for Web Accessibility](#): Tips for markup and coding
- [Web AIM \(Accessibility in Mind\)](#)
- [Adobe Accessibility Resources](#)
- [U.S. General Services Administration – Create Accessible Documents](#)
- [Making Accessible PDFs](#)
- [PDF Techniques for WCAG 2.0](#)
- [Create and verify PDF accessibility \(Acrobat Pro\)](#)
- [W3C Web Accessibility Evaluation Tool List](#)