

<b>ARIZONA DEPARTMENT OF ADMINISTRATION</b>	<b>Statewide POLICY</b>	 <b>State of Arizona</b>
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**POLICY 1300: WEBSITE ACCESSIBILITY**

<b>DOCUMENT NUMBER:</b>	P1300
<b>EFFECTIVE DATE:</b>	OCTOBER 11, 2016
<b>REVISION:</b>	1.0

**1. AUTHORITY**

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To effectuate the mission and purposes of the Arizona Department of Administration (ADOA), the Agency shall establish a coordinated plan and program for information technology (IT) implemented and maintained through policies, standards and procedures (PSPs) as authorized by Arizona Revised Statute (A.R.S.)§ 18-104.

**2. PURPOSE**

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The purpose of this policy is to provide an accessibility model for the development and implementation of the web sites for the State of Arizona that minimizes technical barriers to accessibility for individuals with disabilities in compliance with ARS §18-132.

**3. SCOPE**

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- 3.1** Application to Budget Units (BUs) - This policy applies to all BUs as defined in A.R.S. § 41-3501(1).
- 3.2** Application to Systems – This policy shall apply to all State information systems.
- 3.3** Application to Third Parties - This Policy shall apply to all State of Arizona vendors and contractors providing goods and services to the State and to third parties, including other Government bodies.

**4. EXCEPTIONS**

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- 4.1** PSPs may be expanded or exceptions may be taken by following the Statewide Exception Procedure.
  - 4.1.1** In the case of existing IT products and services, BU subject matter experts (SMEs) should inquire with the vendor and the state or agency procurement office to ascertain if the contract provides for additional products or services to attain compliance with PSPs prior to submitting a request for an exception in accordance with the Statewide Policy Exception Procedure.

- 4.1.2** In the case of new IT Products and Services Procurement, prior to selecting and procuring information technology products and services BU subject matter experts shall consider Statewide IT PSPs when specifying, scoping, and evaluating solutions to meet current and planned requirements.

## **5. ROLES AND RESPONSIBILITIES**

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- 5.1** State Chief Information Officer (CIO) shall:
- 5.1.1** Be ultimately responsible for the correct and thorough completion of Statewide IT PSPs throughout all State BUs.
- 5.2** State Digital Government Program Manager shall:
- 5.2.1** Oversee the management and operation of State of Arizona websites;
  - 5.2.2** Make decisions with respect to the application of State policies and Arizona Revised Statutes to State of Arizona websites;
  - 5.2.3** With respect to websites managed by ADOA-ASET, be the ultimate authority to ensure that contracted service delivery and support commitments are met, including but not limited to, making decisions regarding spending levels, acceptable risk, and interagency coordination of service events and decisions requiring their concurrence.
- 5.3** Budget Unit Director shall:
- 5.3.1** Be responsible for the correct and thorough completion of BU PSPs;
  - 5.3.2** Ensure compliance with BU PSPs; and
  - 5.3.3** Promote efforts within the BU to establish and maintain effective use of State information systems and assets.
- 5.4** Budget Unit Chief Information Officer (CIO) shall:
- 5.4.1** Ensure compliance to the Statewide Standards for website development.

## **6. STATEWIDE POLICY**

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- 6.1** All State of Arizona websites shall be accessible to people with disabilities. BUs shall adopt a standard for web site development and content management that substantially complies with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d). BUs may use the Web Content Accessibility Guidelines (WCAG) maintained and published by the World Wide Web Consortium (W3C) for this purpose.
- 6.2** All websites under the control or management of the BU shall be regularly tested for accessibility using an industry accepted tool. BUs may consult with ADOA-ASET for assistance in selecting an appropriate tool.
- 6.3** BUs shall not be required to include Braille, synthesized speech production or voice input in their websites.

**6.4** BUs shall not be required to enforce this policy for third party websites or portions of an intranet, the internet or an extranet that are outside the control of the BU.

## 7. DEFINITIONS AND ABBREVIATIONS

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Refer to the PSP Glossary of Terms located on the ADOA-ASET website.

## 8. REFERENCES

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- 8.1** A.R.S. § 18-104
- 8.2** A.R.S. § 18-132
- 8.3** Section 508 of the Rehabilitation Act (29 U.S.C. § 794d)
- 8.4** Web Content Accessibility Guidelines (WCAG) 2.0

## 9. ATTACHMENTS

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None.

## 10. REVISION HISTOR

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Date	Change	Revision	Signature
6/29/2014	Initial release	DRAFT	Aaron Sundeen, State CIO and Deputy Director
10/11/2016	Updated all the State Statutes	1.0	Morgan Reed, State CIO and Deputy Director