



## Legislative Council Staff

*Nonpartisan Services for Colorado's Legislature*

# Memorandum

Updated June 2024

**TO:** Interested Persons  
**FROM:** Annabelle Tracy, Senior Accessibility Analyst  
**SUBJECT:** The Colorado General Assembly Digital Accessibility Report

### Purpose

The Colorado General Assembly is committed to providing equitable access to state-funded information and communication technology (ICT) and providing all individuals with the ability to participate fully in the programs, services, and activities of the General Assembly.

In accordance with [Section 24-34-802 \(1\)\(c\)\(II\), C.R.S.](#), this report outlines the ongoing efforts made by the staff of the legislative branch of the State of Colorado to improve and maintain a digital landscape that is inclusive and accessible to everyone, including its ongoing accessibility efforts to meet or exceed accessibility standards.

The staff of the legislative branch of the State of Colorado includes the state House of Representatives Staff, the state Senate Staff, and the General Assembly's nonpartisan staff agencies: the Legislative Council Staff; the Office of Legislative Legal Services, including the Office of Legislative Workplace Relations; the Joint Budget Committee Staff; and the Office of the State Auditor.

### Accessibility Standards

The Colorado General Assembly is engaged in ongoing efforts to ensure that its ICT meets or exceeds the following standards and guidelines:

- Levels A or AA success criteria in the most recent official version of the [Web Content Accessibility Guidelines](#) (WCAG) published by the World Wide Web Consortium (W3C);
- [8 CCR 1501-11](#) Rules Establishing Technology Accessibility Standards promulgated by the Colorado Governor's Office of Information Technology pursuant to [Section 24-85-103, C.R.S.](#); and
- the production and remediation of PDF documents to meet [ISO 14289-1](#). Document management applications - Electronic document file format enhancement for accessibility - Part 1: Use of ISO 32000-1 (PDF/UA-1).



## Accessibility Approach

Accessibility is integrated into all aspects of the organization, including but not limited to digital procurement, governance, application development, and publications. Ensuring accessibility requires an ongoing and iterative process as follows:

1. **Inventory.** Compiling an inventory allows staff to identify the scope of legislative digital products required to undergo changes, and informs the careful consideration and prioritization of existing products.
2. **Auditing.** Auditing allows staff to understand the scope and methodology of remediation that is required for each digital product.
3. **Remediation.** The remediation process implements the recommendations of the audit to ensure that digital products are accessible.
4. **Accommodation.** Establishing a reasonable accommodation request process enables a person with a disability to request the remediation of products not in active use or that may require additional alteration.

## Ongoing Efforts

The following efforts in planning, budgeting, and policy development; personnel and administration; collaboration; procurement, software, and tools; and audit, evaluation, and remediation demonstrate the ongoing work towards compliance with [Section 24-34-802 \(1\)\(c\)\(II\), C.R.S.](#)

- Efforts in planning, budgeting, and policy development include:
  - the creation of a digital accessibility roadmap and plan;
  - the ongoing inventory and prioritization of digital products produced and procured by staff;
  - the allocation of financial resources towards accessibility compliance during the 2023-24 fiscal year, and at least 1.7 percent of the appropriations for the state legislative branch allocated towards accessibility in the 2024-25 fiscal year;
  - updates to the [Colorado Legislative Branch Policy on Services for Persons with Disabilities, Including Grievance Resolution Procedures Services for Persons with Disabilities](#) to include relevant language surrounding digital accessibility and reasonable accommodation;
  - the creation and maintenance of an accessibility report-to-date in accordance with [Section 24-34-802 \(1\)\(c\)\(II\), C.R.S.](#);



- the creation of a technology accessibility statement and accommodation procedure in accordance with [8 CCR 1501-11](#);
- the ongoing development of internal standard operating procedures and resources;
- Personnel and administrative efforts include:
  - hiring a Senior Accessibility Analyst during the 2023-24 fiscal year to coordinate the digital accessibility efforts of staff;
  - contracting with additional accessibility-focused personnel during the 2023-24 fiscal year;
  - hiring several additional accessibility-focused personnel in the 2024-25 fiscal year;
  - the allocation of existing administrative resources within each legislative service agency;
  - progress toward ongoing staff education and training in digital accessibility core competencies, best practices, software, and tools;
- Efforts in collaboration include:
  - ongoing collaboration throughout the legislative branch, including the creation of the legislative staff digital accessibility working group and team-specific working groups;
  - ongoing collaboration on accessibility standards and practices with the Colorado Governor's Office of Information Technology, various state entities, and global digital accessibility technical working groups;
  - ongoing collaboration with outside organizations and vendors on the development of accessibility tools;
- Efforts in procurement, software and tools include:
  - the ongoing evaluation of software and tools in active use by staff;
  - progress towards establishing an internal accessible procurement process;
  - the purchase of the several accessibility-related software and tools in the 2024-25 fiscal year, including migration to new accessible email and collaboration software;
  - the procurement of additional hardware devices and tools;
- Efforts in audit, evaluation, and remediation include:
  - web accessibility:
    - completion of the third-party initial accessibility audit of key applications in active use;



- the introduction and ongoing involvement of accessibility in the software development lifecycle;
- creation of a centrally located accessibility page on the existing Colorado General Assembly website;
- progress towards the development of a new, accessible Colorado General Assembly website;
- the development of a comprehensive automated and manual testing approach to ensure accessibility and usability of web content, which includes:
  - automated and on-demand evaluation with [Siteimprove](#); and similar web accessibility evaluation tools;
  - manual content reviews;
  - manual testing with screen readers;
  - manual testing with visual difference emulators;
- document accessibility:
  - completion of the third-party initial accessibility audit of legislative publications;
  - the ongoing evaluation and remediation of existing legislative publications in active use;
  - the ongoing remediation of newly created publications;
  - the ongoing evaluation and remediation of existing publication processes;
  - the ongoing conversion of bill text into an accessible format;
  - a comprehensive automated and manual testing approach to ensure accessibility and usability of PDF documents, including:
    - automated and on-demand automated evaluation with leading document accessibility software;
    - manual content reviews;
    - manual testing with screen readers; and
    - manual testing with visual difference emulators.

The Colorado General Assembly is committed to providing equitable access and effective communication to all individuals in accordance with the requirements of relevant Colorado statutes. The efforts outlined in this report intend to demonstrate the ongoing commitment and comprehensive approach of the Colorado General Assembly staff toward compliance with [Section 24-34-802 \(1\)\(c\)\(II\), C.R.S.](#)