**Commonwealth of Massachusetts**
**Executive Office of Energy and Environmental Affairs**

# Accessibility Checklist: Hub Site

Use this checklist to ensure your Hub site meets all requirements for accessibility. Please refer to the GIS Hub Site Accessibility Guidance page on Mass.gov for details on how to meet these requirements. This checklist should be completed for the entire Hub site. This includes the main site and all pages.

**Date Reviewed:** _____ **Owner Username:** _____

**Hub Site Name:** _____

**Hub Site URL:** _____

## Interface

- ☐ Do not rely solely on color to convey information.
- ☐ The contrast ratio between interface components, graphics, and adjacent colors is at least 3:1.
- ☐ Site header is present on all page(s).
- ☐ Custom logos have received alt text.
- ☐ Site footer is present.
- ☐ If built for a Commonwealth of Massachusetts agency, footer includes properly formatted Digital Accessibility Statement URL. This is required by EOTSS for public sites.
- ☐ Site navigation (menu) is enabled and all links open in current window.
    - ☐ Each menu option title is short and concise.
    - ☐ Each menu option brings the user to a page with a styled H1 title that matches the menu option.
- ☐ Contact information is provided in a consistent location.
- ☐ Components that have the same functionality are used, identified, and attributed consistently (e.g. an "info" icon is used in the same way throughout the application).
- ☐ Any component requiring user input as provided instructions or a description of expected input.
- ☐ Any form(s) provide error messaging to aid users with correction of mistakes.
- ☐ Flashing content is not used.
- ☐ Tables have not been used to structure content on the page and are solely used for simple data presentation.
- ☐ Each page has not been configured to ask for the same information nor requires the same interaction more than once within a session.
- ☐ Access to help is provided in a consistent, logical location.
- ☐ Every page of the site has a clear and meaningful title that is the only H1 on the page.




**Commonwealth of Massachusetts**
**Executive Office of Energy and Environmental Affairs**

## User Interaction

- ☐ Authentication is not required through memory, transcription, or cognitive tests without alternatives.
- ☐ Instructions do not rely solely on sensory characteristics (e.g. "Tap the button below to update the map" [non-compliant] vs. "Tap the update map button to update the map" [compliant]).
- ☐ All content is keyboard accessible without requiring specific timings.
- ☐ No keyboard traps exist.
- ☐ No special gestures or motions are required to access content (e.g. content is not dependent on a user's ability to move a device).
- ☐ All email addresses, phone numbers, and place addresses are clickable links.

## Layout Elements

### Gallery

- ☐ Buttons are not used.
- ☐ Each item has a unique link.
- ☐ A logical heading level has been selected for cards.

### Text

- ☐ Headings are used to create a hierarchical outline of content, not for esthetic purposes.
- ☐ One H1 heading is used per page.
- ☐ Page titles and headings are synonymous with one another to assist with wayfinding.
- ☐ Page titles in the menu are in proper case (e.g. General Information).
- ☐ Page headings are in sentence case (e.g. General information).
- ☐ A sans serif font is used.
- ☐ The same font style is used throughout the entire application.
- ☐ Heading levels are styled consistently throughout the site.
- ☐ Bold is used sparingly, and only to convey important information.
- ☐ Text is not center aligned.
- ☐ Underlining is only used for hyperlinks.
- ☐ The use of "click here" or "here" for links is not present.
- ☐ The purpose of each link is clearly communicated directly in the link text.
- ☐ Any links open in the current window (exception if the link is to a non-secure, http website).
- ☐ Sentence case is used when possible. Avoid the use of all capital letters (abbreviations are an exception).
- ☐ Minimum font size is at least 12 pt (16 px) or larger.
- ☐ The color contrast ratio between text and background is 4.5:1.

- ☐ Text is plain and easy to understand. Common, everyday words are used (avoid the use of jargon and idioms).
- ☐ All acronyms are defined at least once before they are used.
- ☐ Sentences are used, where possible, to convey information.
- ☐ Text supports reflow up to 400% zoom without loss of content or functionality.

### Category

- ☐ Each category has unique link text.
- ☐ Links are underlined.
- ☐ Icons have logical connection to the category.
- ☐ Icon color matches Hub theme and passes 3:1 color contrast requirements.
- ☐ Categories are placed under text with appropriate heading level.

### Application

- ☐ Thorough accessibility testing has been performed if an application has been embedded, as the embedded format is not recommended. Consider using the "Gallery" layout element instead.

### Images

- ☐ Images of text have not been used.
- ☐ If placing text over an image, ensure the text block has a semi-opaque background to ensure high color contrast between the text and background is always met.
- ☐ All non-text content included has a text alternative that serves an equal purpose.
- ☐ Any Functional Images that contain hyperlinks have alt text to convey the action that will be initiated.
- ☐ Decorative images do not have alt text.

### Survey

- ☐ Feature presentation option:
  - ☐ Each survey has unique link text.
  - ☐ Survey opens in the same window.
- ☐ Thorough accessibility testing has been performed if a Survey132 form has been embedded, as the embedded format is not recommended.

### Contact Info

- ☐ Placed within appropriate heading level hierarchy (contact info cards are configured automatically as H2).

### Map

- ☐ Any included web map(s) pass web map-specific accessibility requirements.
- ☐ The map has a short, descriptive title above the map, in sentence case.
- ☐ Map Legend is enabled.

- ☐ Map data is available in an alternative format (such as through the attribute table).
- ☐ Thorough accessibility testing has been performed if a map has been embedded, as the embedded format is not recommended.

### Charts

- ☐ A short, concise title is provided in sentence case.
- ☐ X and Y axes have short, descriptive labels without abbreviations.
- ☐ Chart color(s) match the theme and pass 3:1 color contrast requirements.
- ☐ Pie chart colors have good color contrast between slices, and the category and value labels have been given an appropriate descriptor.
- ☐ Scatterplots (charts) are not used.

### Iframe—not recommended

- ☐ Thorough accessibility testing has been performed if an Iframe layout element has been used, as this layout element is strongly discouraged.
- ☐ Embedded videos are displayed using the "Video" layout element instead.

### Summary Statistics

- ☐ The Informational card style has been selected to enable data source access.
- ☐ Number alone is not used.
- ☐ Content is left-justified.
- ☐ Color contrast ratio of 4.5:1 has been met between text and background.
- ☐ Optional details:
    - ☐ Title and subtitle are short, descriptive, and written in sentence case.
    - ☐ Title and subtitle are placed above the statistic.
    - ☐ Trailing text, if included, follow all text guidelines and is placed below the statistic.
    - ☐ Link, if included, has unique link text.
- ☐ Data source is provided.

### People

- ☐ Title is not enabled (under "Appearance" settings for this layout element).
- ☐ A text element with appropriate heading level has been added above the "People" element.
- ☐ If using a custom, non-theme, color—all color contrast requirements are met.

### Search

- ☐ If enabled, the search bar is placed near the top of the page under site heading.
- ☐ The "Search bar" option is used, never the "Browse button" option.

### Video

- ☐ All video, moving, and auto-updating content provides user controls to pause or stop content.

- ☐ Audio or video content does not auto-play or loop.
- ☐ GIFs are not used.
- ☐ An alternative to video-only content is provided.
- ☐ Captions and/or transcript for videos with audio are provided.
- ☐ All non-essential movement is minimized.

## Site Item Details (Alternative Text)

- ☐ The Hub site (and all pages) has completed item details, which serves as the alternative text for the site. All text descriptions should serve the equivalent purpose as the visual. This should include:
  - ☐ Item summary—a brief statement (1-2 sentences) describing the item.
  - ☐ Item description—several sentences focusing on key patterns, takeaways, and purpose.
  - ☐ Terms of Use
  - ☐ Credits
  - ☐ The 'accessible' tag has been added to the item details page. This tag flags this item as meeting accessibility requirements.