

Refer to the [ITIC Best Practices](#) for filling out the following form.

Summary Table		
Criteria	Supporting Features	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	Not Applicable	The criteria does not apply to the product.
Section 1194.22 Web-based internet information and applications	Supports with Exceptions	Product supports most criteria and items not supported will be added as part of a planned website redesign.
Section 1194.23 Telecommunications Products	Not Applicable	The criteria do not apply to the product.
Section 1194.24 Video and Multi-media Products	Not Applicable	The criteria do not apply to the product.
Section 1194.25 Self-Contained, Closed Products	Not Applicable	The criteria do not apply to the product.
Section 1194.26 Desktop and Portable Computers	Not Applicable	The criteria do not apply to the product.
Section 1194.31 Functional Performance Criteria	Not Applicable	The criteria do not apply to the product.
Section 1194.41 Information, documentation, and support.	Supports	Compliant materials available on request and other support available through hyperlinked email contacts.

Section 1194.22 Web-based Internet information and applications

* Refer to (<http://www.access-board.gov/sec508/guide/1194.22.htm>) for details on the guidelines listed below

Criteria	Supporting Features	Remarks and explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supports with Exceptions	The product is text only, except forms, hyperlinks and logo images on homepage. Text equivalent will be added as part of a planned website redesign.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Not Applicable	Multimedia presentations are not featured.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supports with Exceptions	There is no color used for in instruction on the website with the exception of hyperlinks.
(d) Documents shall be organized so they are readable without requiring an	Supports	All contents read in order

associated style sheet.		
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not Applicable	No server-side image maps used.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Supports	Client-side image map on homepage only with alternate tags.
(g) Row and column headers shall be identified for data tables.	Supports	Data contained in simple tables with readable text row and column headers.
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Supports	Data contained in simple tables with readable text row and column headers.
(i) Frames shall be titled with text that facilitates frame identification and navigation	Not Applicable	No content is displayed in frames.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	No animation, blinking text or changing colors on the website.
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Supports with Exceptions	The product is text only, except forms and hyperlinks. Text equivalents will be added as part of a planned website redesign.
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Does not Support	Will add this function for script-generated search results as part of a planned website redesign.
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with 1194.21(a) through (l).	Not Applicable	No plug-ins or applets required on the website.
(n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all	Supports	Forms are designed in a logical order. Labels are close to input fields. Forms are keyboard accessible.

directions and cues.		
(o) A method shall be provided that permits users to skip repetitive navigation links.	Does not support	Will add this function as part of a planned website redesign.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not Applicable	No functions or pages on the website are timed. People can take as much time as needed on any page.

Section 1194.41 Information, documentation, and support

Criteria	Supporting Features	Remarks and explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Supports	Requests for product support documentation in alternate formats will be fulfilled at no additional charge.
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Supports	Requests for descriptions of features in alternate formats will be fulfilled at no additional charge.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports	Support services accommodate end-users with disabilities by using hyperlinked email contact.