Accessibility Checklist for Sustainability

Directions. For each checklist item, please provide the operational level as follows: **Level 1** indicates no planning has taken place, **Level 2** indicates planning in process, **Level 3** indicates partially operational, and **Level 4** indicates fully operational.

Checklist Item	Operational Level	Notes
1. A structured process is in place to gather feedback from collaborators regarding accessibility needs. Individuals with a wide range of perspectives and experiences are represented, including individuals with disabilities.		
2. Accessibility goals are integrated into the strategic plans of the agency, particularly concerning digital and website platforms. These goals are measurable and are aligned with broader organizational objectives.		
3. The agency has secured political and fiscal support to maintain and enhance accessibility efforts. There is evidence of budget allocation and advocacy efforts to support accessibility initiatives.		
4. Job descriptions for digital content creators explicitly mention responsibilities related to accessibility.		
5. There is a mechanism to assess accessibility skills and knowledge during the hiring process.		
6. There is a dedicated committee responsible for monitoring and addressing accessibility issues, comprised of agency staff and individuals with disabilities. This committee meets regularly to		

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review and remediate accessibility barriers across various tools and products.		
7. Regular training sessions occur for staff on various aspects of accessibility, including digital media, document accessibility, and virtual meeting hosting. There is documentation to track participation in these sessions.		
8. Routine accessibility audits occur on digital material platforms (e.g., Word, Excel, PDF) to ensure compliance and consistency. Action plans address identified issues.		
9. Remediation of identified accessibility barriers occurs as soon as possible.		
10. A checklist or guideline is used to review virtual meetings and associated materials prior to the event to ensure accessibility compliance.		
11. An accessibility checklist or guideline is reviewed and updated as needed.		
12. New employees must attend a structured training program covering agency policies and accessibility best practices. Accessibility considerations are integrated into various aspects of the training curriculum.		

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13. There is a method in place to document and review the new training program's effectiveness. Adjustments occur based on feedback and evolving accessibility requirements.		