Humboldt County Association of Governments
Website WCAG 2.1 AA and PDF Remediation Checklist

Website WCAG 2.1 AA Checklist

Priority: HIGH = fixes that should be done prior to December 30, 2025.

Priority: MEDIUM = fixes that can be addressed within the next update cycle.

Area	Issue	WCAG 2.1 Ref	Priority	Recommended Fix
Link text	"Learn More" and "here" links on Homepage & Programs pages are vague.	2.4.4 (Link Purpose)	HIGH	Replace with descriptive text. Ex: "Learn more about the Bike, Walk & Roll program"
Accessibility info	No public accessibility statement or contact info for reporting issues.	3.3.4, 2.4.1	HIGH	Create a Website Accessibility page
PDF accessibility	Key PDFs are text-based but may lack tags, titles, language ID, alt text for images, and correct reading order.	1.3.1, 2.4.2, 3.1.1	HIGH	Remediate top 10 public-facing PDFs (see list below).
Relay service info	No mention of California Relay Service (7-1-1) in contact areas.	2.1 communication best practices	MEDIUM	Add to Contact page and meeting notices.
Color contrast	Some button/hover text may be below 4.5:1 ratio.	1.4.3 (Contrast), 1.4.11 (Non-text Contrast)	MEDIUM	Run color contrast check and adjust colors as needed.
Keyboard focus	Confirm visible focus indicator for all menu and button elements.	2.4.7 (Focus Visible)	MEDIUM	Test tabbing through site; ensure CSS styles show focus clearly.

PDF Remediation Checklist

To meet WCAG 2.1 AA and PDF/UA compliance, each PDF should have:

- Tags & Reading Order: Use proper heading tags (H1, H2, etc.) and check reading order in Acrobat's Tags and Order panels.
- Title & Metadata: File title matches document title; set default language (English - U.S.).
- Alt Text for Images: Add meaningful descriptions for charts, maps, photos.
- Lists & Tables: Tag lists and tables properly; no visual-only formatting.
- Links: Use descriptive link text; no raw URLs unless necessary.
- Forms: If interactive, ensure form fields have labels and tab order.
- Color Contrast: Text in images meets contrast ratio; avoid color-only indicators.

Top 10 HCAOG PDFs to Remediate

This list identifies the top 10 PDF documents on the HCAOG website to prioritize for accessibility remediation, based on their visibility, importance, and compliance impact. These should be remediated to meet WCAG 2.1 AA and PDF/UA standards.

1. FY 2025-26 Overall Work Program & Budget
2. Transit Development Plan 2023–2028
3. Regional Transportation Plan (VROOM 2022-2042)
4. 2025-26 Unmet Transit Needs Report of Findings (UTN ROF)
5. 2021 Coordinated Public Transportation Plan
6. Humboldt Regional Housing Needs Allocation Plan 2018-2027
7. 2024 Regional Transportation Improvement Program (RTIP)
8. Agendas, Meeting Records and Staff Reports – All meetings
9. HCAOG Bylaws – Governance/legal structure
10. 2025 Public Participation Plan