

Achieving ADA Title II Compliance:

A Downloadable Checklist for State & Local Governments



Why Use This Checklist?

This checklist provides a step-by-step guide to ensuring digital accessibility compliance for state and local governments. Mark off tasks as you complete them to stay on track with ADA Title II requirements.

ADA Title II Rules

State and local governments must ensure their web content and mobile apps comply with WCAG 2.2 Level AA standards. This includes content provided through contractual, licensing, or other arrangements with third parties. Ensure all digital services, including websites, mobile apps, and online forms, are accessible.

Compliance Deadlines

- » **April 24, 2026:** State or local governments with a population of 50,000 or more.
- » **April 26, 2027:** State or local governments with a population of 0 to 49,999 and special district governments.



Conducting an Accessibility Audit

- ☐ **Prepare Your Team:** Educate your team on accessibility requirements.
- ☐ **Use a mix of automated and manual testing tools** to identify issues.

Organizations should select testing tools that align with their specific accessibility needs, as ADA Title II guidelines do not require particular tools.

♦ **Recommended Tool:** [UsableNet AQA](#)

- ☐ **Contact vendors providing digital content** to confirm compliance and ensure they understand and are prepared to meet Title II requirements.
- ☐ **Assess all digital content**, including websites, mobile apps, documents, and multimedia.
- ☐ **Document findings** and prioritize issues based on severity.
- ☐ **Create a report** summarizing issues and suggested fixes.

Developing a Compliance Roadmap

- ☐ **Define compliance goals** in alignment with WCAG 2.2 AA.
- ☐ **Identify high-impact areas** and prioritize accessibility fixes.
- ☐ **Allocate necessary budget and personnel.**
- ☐ **Establish realistic timelines** for implementation.

Estimated Time: While timelines vary, audits typically take 2-4 weeks, and full implementation can range from 6-12 months, depending on the complexity of the organization's digital assets.

- ☐ **Publish an accessibility statement** linked from your site or app's footer that documents accessibility efforts, includes a phone number and email address for users to report issues, and specifies a process for addressing accessibility concerns.



Training and Educating Your Teams

Use hands-on workshops, provide regular updates, and incorporate real life examples to enhance team training.

- ☐ Enroll teams in accessibility training programs.
- ☐ Conduct hands-on workshops with real-world examples.
- ☐ Stay updated on evolving accessibility standards.
- ☐ Integrate accessibility into design and development processes.

Implementing Accessibility in Design & Development

Integrate accessibility into project specifications and quality assurance testing.

- ☐ Start accessibility planning early in design.
- ☐ Use WCAG 2.2 AA checklists for project reviews.
- ☐ Regularly review and test for accessibility compliance.
- ☐ Gather feedback from users with disabilities.



Collaborating with Vendors & Third Parties

- ☐ Define accessibility requirements in vendor contracts.
- ☐ Conduct regular audits of third-party services.
- ☐ Maintain open communication with vendors.
- ☐ Work together to resolve accessibility barriers.

Monitoring and Maintaining Accessibility

Why It Matters: Ensures your site stays compliant as technology and regulations evolve

- ☐ Implement automated tools for continuous compliance monitoring.
- ☐ Conduct periodic manual accessibility checks.
- ☐ Encourage user feedback and address issues promptly.
- ☐ Keep digital content updated with evolving accessibility guidelines.



Documenting Compliance Efforts

- ☐ Maintain thorough records of audits, remediation steps, and training sessions.
- ☐ Generate compliance reports regularly for internal tracking.
- ☐ Keep documentation transparent and up to date.

Engaging Accessibility Experts

Maintain ongoing relationships with accessibility experts for continuous improvement

- ☐ Identify areas where external expertise is needed.
- ☐ Partner with certified accessibility professionals for audits and strategy guidance.
- ☐ Work collaboratively to implement long-term accessibility improvements.
- ☐ Consider managed services like UsableNet Assistive for ongoing compliance.



Managing Legal & Compliance Risk

- ☐ Continuously monitor compliance status and progress.
- ☐ Embed accessibility best practices into all development cycles.
- ☐ Address accessibility complaints quickly to prevent legal challenges.
- ☐ Consult legal experts on compliance matters when necessary.

Engaging the Community & Raising Awareness

- ☐ Publish an accessibility statement outlining efforts and resources.
- ☐ Provide direct feedback channels for accessibility concerns.
- ☐ Educate the public on the importance of digital accessibility.
- ☐ Involve community members in accessibility initiatives.



Next Steps

- ☐ Start implementing your accessibility improvements today.
- ☐ Stay on track with compliance deadlines to avoid legal risks.
- ☐ Consult accessibility experts if you need guidance.
- ☐ [Access More Compliance Resources](#)



**Need Help? Schedule a
Consultation with UsableNet**

 [Learn More: ADA Title II Web and Mobile App Compliance Guide](#)



contact@usablenet.com
212.965.5388