REI Systems, Inc. Accessibility Conformance Report

Revised Section 508 Edition

(Based on VPAT® Version 2.4Rev)

Name of Product/Version: GovGrants® Version 2.5

Report Date: March 5, 2023

Product Description: GovGrants® is an enterprise-class, fully modular, entirely electronic Grants Management System (GMS) provided as a commercial-off-the-shelf (COTS) Software as a Service (SaaS) solution built on the world's leading cloud platform – Salesforce.com.

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Evaluation Methods Used: Below is the list of a few evaluation methods used:

- Testing based on general product knowledge
- Testing with assistive technologies like JAWS, WAVE tool
- Other test methods like hands-on keyboard operation and visual inspection.

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A (Yes)
	Level AA (Yes)
	Level AAA (No)

Standard/Guideline	Included In Report
[Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018](#)	(Yes)

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports**: The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports**: Some functionality of the product does not meet the criterion.
- **Does Not Support**: The majority of product functionality does not meet the criterion.
- **Not Applicable**: The criterion is not relevant to the product.
- **Not Evaluated**: The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

WCAG 2.0 Report

Tables 1 and 2 also document conformance with Revised Section 508:

- Chapter 5 – 501.1 Scope, 504.2 Content Creation or Editing
- Chapter 6 – 602.3 Electronic Support Documentation

Note: When reporting on conformance with the WCAG 2.0 Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

Table 1: Success Criteria, Level A

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Support	In GovGrants, all non-text content, including charts, images, and graphics, have alternate text that is available for screen readers to recognize and read. In addition, the tab order for all fields has been set to lead screen readers to follow the sequence of fields on the forms. This makes the understanding of various sections on the forms easier for the user to follow. GovGrants fully meets this requirement.
1.2.1 Audio-only and Video-only (Prerecorded) (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	REI employs Section 508 compliance experts. REI's GovGrants is a fully Section 508 compliance tested and WCAG 2.0 compliant product. Audio-only and video-only content on the system have equivalent alternatives for text and come labeled as such.
1.2.2 Captions (Prerecorded) (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	For any pre-recorded audio content on GovGrants, captions are provided except when the media is a media alternative for text.
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	An alternative for time-based media or audio description of pre-recorded video content is provided in GovGrants. An exception here is when the media is a media alternative for text and is clearly labeled as such.

Criteria	Conformance Level	Remarks and Explanations
1.3.1 Info and Relationships (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	The information architecture of GovGrants clearly depicts the hierarchy of data elements, information structure, and relationships. GovGrants is a SaaS product built on Salesforce. The relationships between data elements can be easily retrieved and programmatically determined, and the Entity-Relationship diagram can also be readily leveraged from GovGrants. In addition, REI can also provide the same in a text format. GovGrants fully meets this requirement.
1.3.2 Meaningful Sequence (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	Using tab orders, information is organized correctly, so the sequence forms a meaningful trace of information collected or presented. Tab order allows programmatic determination of the correct reading sequence. GovGrants fully meets this requirement.
1.3.3 Sensory Characteristics (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Not Applicable	GovGrants does not employ sensory characteristics for any data element. If required, REI has the expertise to address this requirement.
1.4.1 Use of Color (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	Color is not the only medium to communicate information, call to action, or distinguish a visual element. Instead, all provisions are in place to address the accessibility criteria, including alt texts, meta-data tags, and other browser-specific add-ons. GovGrants fully address this requirement.
1.4.2 Audio Control (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	GovGrants does not implicitly offer an audio control but relies on the computer's inbuilt mechanism to stop or pause the audio.

Criteria	Conformance Level	Remarks and Explanations
2.1.1 Keyboard (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	GovGrants is built to function with a keyboard as an interface for conducting transactions. All functionality of the content is operable through a keyboard interface. No specific timings for individual keystrokes are required. GovGrants fully meets this requirement.
2.1.2 No Keyboard Trap (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	There is no keyboard trap in GovGrants. GovGrants fully meets this requirement.
2.2.1 Timing Adjustable (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Not Applicable	GovGrants does not have a time limit that is set by the content.
2.2.2 Pause, Stop, Hide (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Not Applicabl	In GovGrants, there is no moving, blinking, or scrolling information. Also, there are no auto-updating information fields, except in cases where fields are pre-populated with data from within the system.
2.3.1 Three Flashes or Below Threshold (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	GovGrants does not contain anything that flashes.

Criteria	Conformance Level	Remarks and Explanations
2.4.1 Bypass Blocks (Level A) Also applies to: Revised Section 508 501 (Web)(Software) – Does not apply to non-web software 602.3 (Support Docs) – Does not apply to non-web docs	Not Applicable	GovGrants does not have blocks of content that are repeated on multiple web pages. GovGrants fully meets this requirement.
2.4.2 Page Titled (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	The meta-data associated with each web page/screen have appropriate titles that describe the topic or purpose of the page. GovGrants fully meets this requirement.
2.4.3 Focus Order (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	A natural sequence order pertinent to a grant's lifecycle is preserved in GovGrants. A web page within GovGrants can be navigated sequentially using the tab key, and the order of the fields or sections leads the user in a meaningful manner keeping the grant's lifecycle in mind.
2.4.4 Link Purpose (In Context) (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	Every link leading to an external web page/site or an internal web page has link text which provides information on the purpose of the link. Also, programmatically, the context of this link can be deciphered. There are no ambiguous links in GovGrants. GovGrants fully meets this requirement.
3.1.1 Language of Page (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	The default human language of each web page within GovGrants can be programmatically determined.

Criteria	Conformance Level	Remarks and Explanations
3.2.1 On Focus (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	When any component receives focus, it does not initiate a change of context. The component holds focus until the field is populated or any other action is taken on it. A random change of context is not a feature of GovGrants. GovGrants fully meets this requirement.
3.2.2 On Input (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	Changing any user interface component does not affect the change of context in GovGrants.
3.3.1 Error Identification (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	All through GovGrants, any input error is flagged by the built-in validation rules, and clear error messages are displayed that show the item that caused the error. GovGrants fully meets this requirement.
3.3.2 Labels or Instructions (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	This is consistent behavior of the system across all pages in the system. GovGrants fully meets this requirement.
4.1.1 Parsing (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	All data elements and fields in GovGrants have start and end tags. All fields have meta-data associated with them, which specify the data type and attributes of the field. Elements do not contain duplicate attributes. Every ID is unique in the system where appropriate. Strong coding standards are enforced where each developer is expected to comment on the code properly and ensure elements are nested according to their specifications. GovGrants fully meets this requirement.

Criteria	Conformance Level	Remarks and Explanations
4.1.2 Name, Role, Value (Level A) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	For all user interface components, the name and role can be programmatically determined in GovGrants. GovGrants fully meets this requirement.

Table 2: Success Criteria, Level AA

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	Captions are provided for all live audio content in synchronized media. GovGrants fully meets this requirement.
1.2.5 Audio Description (Prerecorded) (Level AA) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	Audio description is provided for all pre-recorded video content in GovGrants. This is a default offering for all pre-recorded videos in GovGrants. GovGrants fully meets this requirement

Criteria	Conformance Level	Remarks and Explanations
1.4.3 Contrast (Minimum) (Level AA) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	REI uses contrasting color tools to identify color transparency and contrast. This is critical for users with differently abled vision. GovGrants uses proper color contrasts to address display issues for accessibility concerns. The visual presentation of text and images of text in GovGrants has a contrast ratio of at least 4:5:1 except for the scenarios mentioned in the requirement. The objective of this technique is to make sure that users can read text that is presented over a background. For Success Criterion 1.4.3, this technique describes the minimum contrast ratio for text that is less than 18 point (if not bold) and less than 14 point (if bold). For Success Criterion 1.4.5, this technique relaxes the 7:1 contrast ratio requirement for text that is at least 18 point (if not bold) or at least 14 point (if bold). As a best practice: When evaluating the right contract definition, the font size in points should be obtained from the calculated font metrics. Point sizes are based on the CSS pt. size (CSS3 values). The ratio between sizes in points and CSS pixels is 1pt = 1.333px; therefore, 14pt and 18pt are equivalent to approximately 18.5px and 24px. If the background is a solid color (or all black or all white), then the relative luminance of the text can be maintained by making sure that each of the text letters has a 4:5:1 contrast ratio with the background. GovGrants fully meets this requirement.
1.4.4 Resize text (Level AA) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	Text fields, all through GovGrants, allow for text to be resized without assistive technology. A simple "Ctrl and +" command on the web page rending the GovGrants tool ensures that the text displayed is increased. A "Ctrl and a – (minus)" lessens the text size. Text can be resized to more than 200% without loss of content on functionality in GovGrants. GovGrants fully meets this requirement.
1.4.5 Images of Text (Level AA) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	REI is adept at WCAG 2.0 guidelines which specify 12 guidelines that are organized under four principles: perceivable, operable, understandable, and robust. For each guideline, there are testable success criteria, which are at three levels: A, AA, and AAA. REI's GovGrants satisfies Level AA requirements for most conditions. Testable success criteria for text that convey information to the user rather than the images of text are proven in GovGrants. GovGrants fully meets this requirement.

Criteria	Conformance Level	Remarks and Explanations
2.4.5 Multiple Ways (Level AA) Also applies to: Revised Section 508 501 (Web)(Software) – Does not apply to non-web software 602.3 (Support Docs) – Does not apply to non-web docs	Supports	There is more than one way to locate a web page, but the sequence of the web pages depends on actions from previous pages/steps. This is an important caveat to this requirement. GovGrants fully meets this requirement.
2.4.6 Headings and Labels (Level AA) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	Heading and Labels in GovGrants are self-explanatory and describe the topic or purpose. GovGrants fully meets this requirement.
2.4.7 Focus Visible (Level AA) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	GovGrants provides a visual focus on the field where the data entry is being performed. GovGrants fully meets this requirement.
3.1.2 Language of Parts (Level AA) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	GovGrants uses terms that are commonly used in the Grants domain. The language of each passage or section of a phrase in the content can be programmatically determined.
3.2.3 Consistent Navigation (Level AA) Also applies to: Revised Section 508 501 (Web)(Software) – Does not apply to non-web software 602.3 (Support Docs) – Does not apply to non-web docs	Supports	GovGrants follows the same set of navigational mechanisms across all pages in the system. GovGrants fully meets this requirement.

Criteria	Conformance Level	Remarks and Explanations
3.2.4 Consistent Identification (Level AA) Also applies to: Revised Section 508 501 (Web)(Software) – Does not apply to non-web software 602.3 (Support Docs) – Does not apply to non-web docs	Supports	GovGrants' components that have the same functionality within a set of web pages are identified consistently. For example, the save option is consistently available for users to save their content in the system. GovGrants fully meets this requirement.
3.3.3 Error Suggestion (Level AA) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	Intuitive error messages are provided to the users of GovGrants. The source of the error is identified with suggestions for correction if known. GovGrants fully meets this requirement.
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA) Also applies to: Revised Section 508 501 (Web)(Software) 602.3 (Support Docs)	Supports	Data entered by the user is checked for input errors, and the user is provided an opportunity to correct them in GovGrants.

Table 3: Success Criteria, Level AAA

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.2.6 Sign Language (Prerecorded) (Level AAA) Revised Section 508 – Does not apply	Supports	
1.2.7 Extended Audio Description (Prerecorded) (Level AAA) Revised Section 508 – Does not apply	Supports	

Criteria	Conformance Level	Remarks and Explanations
1.2.8 Media Alternative (Prerecorded) (Level AAA) Revised Section 508 – Does not apply	Supports	
1.2.9 Audio-only (Live) (Level AAA) Revised Section 508 – Does not apply	Supports	
1.4.6 Contrast (Enhanced) (Level AAA) Revised Section 508 – Does not apply	Supports	
1.4.7 Low or No Background Audio (Level AAA) Revised Section 508 – Does not apply	Supports	
1.4.8 Visual Presentation (Level AAA) Revised Section 508 – Does not apply	Supports	
1.4.9 Images of Text (No Exception) (Level AAA) Revised Section 508 – Does not apply	Supports	
2.1.3 Keyboard (No Exception) (Level AAA) Revised Section 508 – Does not apply	Supports	
2.2.3 No Timing (Level AAA) Revised Section 508 – Does not apply	Not Applicable	
2.2.4 Interruptions (Level AAA) Revised Section 508 – Does not apply	Not Applicable	
2.2.5 Re-authenticating (Level AAA) Revised Section 508 – Does not apply	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
2.3.2 Three Flashes (Level AAA) Revised Section 508 – Does not apply	Supports	
2.4.8 Location (Level AAA) Revised Section 508 – Does not apply	Supports	
2.4.9 Link Purpose (Link Only) (Level AAA) Revised Section 508 – Does not apply	Supports	
2.4.10 Section Headings (Level AAA) Revised Section 508 – Does not apply	Supports	
3.1.3 Unusual Words (Level AAA) Revised Section 508 – Does not apply	Supports	
3.1.4 Abbreviations (Level AAA) Revised Section 508 – Does not apply	Web: Supports	
3.1.5 Reading Level (Level AAA) Revised Section 508 – Does not apply	Supports	
3.1.6 Pronunciation (Level AAA) Revised Section 508 – Does not apply	Supports	
3.2.5 Change on Request (Level AAA) Revised Section 508 – Does not apply	Supports	
3.3.5 Help (Level AAA) Revised Section 508 – Does not apply	Supports	

Criteria	Conformance Level	Remarks and Explanations
3.3.6 Error Prevention (All) (Level AAA) Revised Section 508 – Does not apply	Supports	

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Notes:

Chapter 3: [Functional Performance Criteria](#) (FPC)

Notes:

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Supports with Exceptions	The product supports assistive technologies with some exceptions and inconsistencies, as some read-only texts are not accessible to screen readers. Commonly-used Assistive Technology (AT) may be used.
302.2 With Limited Vision	Supports with Exceptions	See 302.1
302.3 Without Perception of Color	Supports	Color is not used as the only means of conveying information and is usually accompanied by textual or numerical descriptions of the content/component/item in focus.
302.4 Without Hearing	Supports	The product does not require user hearing to operate the system.
302.5 With Limited Hearing	Support	See 302.4
302.6 Without Speech	Supports	The product does not require user speech to operate the system.
302.7 With Limited Manipulation	Supports with Exceptions	Keyboard navigation is provided for most commands, or else the user can navigate with the help of MouseKeys/StickyKeys or other mouse-equivalent software.
302.8 With Limited Reach and Strength	Supports with Exception	See 302.7
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports with Exception	The Product provides features that make it simpler and easier to use by individuals with limited language, cognitive, and learning abilities. A few challenges may occur while accessing the application, as disclosed in WCAG 2.0 report above.

Chapter 4: [Hardware](#)

Notes: Not Applicable. GovGrants is a web-based software application and is thus not subject to the requirements of this section.

Chapter 5: [Software](#)

Notes: Section 502 and Section 503 are not applicable to the GovGrants web solution.

Criteria	Conformance Level	Remarks and Explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.0 section	See information in WCAG 2.0 section
502 Interoperability with Assistive Technology	Heading cell – no response required	Heading cell – no response required
502.3 Accessibility Services	Heading cell – no response required	Heading cell – no response required
503 Applications	Heading cell – no response required	Heading cell – no response required
503.4 User Controls for Captions and Audio Description	Heading cell – no response required	Heading cell – no response required
503.4.1 Caption Controls		
503.4.2 Audio Description Controls		
504 Authoring Tools	Heading cell – no response required	Heading cell – no response required
504.2 Content Creation or Editing (if not authoring tool, enter "not applicable")	See WCAG 2.0 section	See information in WCAG 2.0 section
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	See WCAG 2.0 section	See information in WCAG 2.0 section
504.2.2 PDF Export	See WCAG 2.0 section	See information in WCAG 2.0 section
504.3 Prompts	See WCAG 2.0 section	See information in WCAG 2.0 section
504.4 Templates	See WCAG 2.0 section	See information in WCAG 2.0 section

Chapter 6: Support Documentation and Services

Notes:

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope	Heading cell – no response required	Heading cell – no response required
602 Support Documentation	Heading cell – no response required	Heading cell – no response required
602.2 Accessibility and Compatibility Features	See WCAG 2.0 section	See information in WCAG 2.0 section
602.3 Electronic Support Documentation	See WCAG 2.0 section	See information in WCAG 2.0 section
602.4 Alternate Formats for Non-Electronic Support Documentation	Supports	Support services are available through an online email ticketing system.
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Supports	Support services are available through an online email ticketing system.
603.3 Accommodation of Communication Needs	Supports	Support services are provided using a variety of communication technologies.

Legal Disclaimer (Company)

This document includes material derived from the Web Content Accessibility Guidelines (WCAG 2.0). The information contained in this document represents the current view of REI Systems as of the date of publication.