



DMVA ACCESSIBILITY

Communications Plan
15AUG23

Accessibility

Executive Sponsor: Sarah Edwards

OIT Project Manager: Sean Settle

Agency Sponsor: Sarah Edwards

Agency Project Manager: Deborah Salerno

Beginning Date: 03/01/2022

Completion Date: 07/01/2024

[Colorado House Bill 21-1110](#) makes it a state civil rights violation for a government agency to exclude people with disabilities from receiving services or benefits because of a lack of accessibility. Technology that is inaccessible can hinder a person's ability to quickly and easily obtain and use information.

When government IT systems are not accessible, it unfairly excludes those who need to access information or services. Any Colorado government entity that doesn't meet OIT's web accessibility standards could be subject to injunctive relief, meaning a court order to fix the problem; actual monetary damages; or a fine of \$3,500 payable to the plaintiff, who must be someone from the disability community.

[DMVA is responsible to ensure all internal and external content is fully accessible and compliant by 01JUL24.](#)

Accessibility Law for Colorado Government



HB 21-1110 places responsibility for compliance with OIT accessibility standards on both digital and online platform providers and content owners (DMVA).

Key Participants

Division Directors are critical to assign SMEs for content assessment, evaluation, and funding proposals to address any gaps. Agency PM to identify Division SMEs and tracks/report progress.

Key Deliverables

- **Implementation:** Identify & Resolve Gaps
- **Administrative:** Validation of Accessibility
- **Material:** All digital content (internal and external)

Technology / Product / Capabilities

- **Training:** Staff understands SOP, roles/responsibilities.
- **Comms:** Ensure agency Comms met Core Criterion.
- **Complaints:** Track and resolve all complaints.
- **Responsibilities:** All IT is accessible and accountable.
- **Procurement:** Incorp. into all Procurement materiel.
- **Ops/Mtc:** Assign Content SME for ongoing compliance.

OIT AND DMVA JUSTIFICATION

Funding: \$228,036 - SFY Division Line Item (Expires 30JUN24)

Milestones: 5 Phases (01JUN23 - 31MAY24)

- **I: Assessment** **3 Months** (01JUN - 30SEP23)
- **II: Mitigation** **5 Months** (01AUG - 30DEC23)
- **III: Testing & Validation** **4 Months** (01NOV23 - 9FEB24)
- **IV: Training** **3 Months** (01FEB - 30APR24)
- **V: Compliance (+95% Scoring)** **1 Month** (31MAY24)

Technical POC: Brian Stafford - OIT Accessibility Consultant

Project Communications - Internal

| Goal | Method | Audience | Frequency | Owner |
|----------------------------------|--------------|-------------------------------|-----------|-----------------|
| Project Status Update | Email Update | ELT, Project Team | Monthly | Deborah Salerno |
| Virtual Project Team Meetings | Google Meet | Project Sponsor, Project Team | Biweekly | Deborah Salerno |
| Agency SMEs | MS Teams | Project Team, SMEs | Weekly | Deborah Salerno |
| Milestone and Deliverable Update | Email | Project Team | As Needed | Project Team |

[Comms Matrix: DMVA Accessibility Change Management Plan 2023](#)

Planned Communication - Internal

| Goal | Method | Audience | Frequency | Owner |
|--------------------------|--------------------|---------------|-----------|---------------|
| Agency Metrics | ELT Meetings | ELT | Monthly | Sarah Edwards |
| Stakeholder Update, News | COO Email | All Employees | Monthly | Sarah Edwards |
| Training Opportunities | Email & Sharepoint | All Employees | Monthly | Sarah Edwards |

Planned Communication - External

| | | | | |
|---------------------------------|------------------------------|---|----------------|----------|
| Accessibility Progress, Updates | Social Media, Agency Website | Public | When Completed | DMVA PAO |
| Agency Metrics | Accessibility Dashboard | Public, JTC, Gov.'s Cabinet, State General Assembly | Real-time | OIT TAP |