

# Alamosa County Accessibility Plan

## Governance, Roles & Responsibilities, Financial

- Monthly Department Head meetings have regularly scheduled accessibility guidance and discussion
- Alamosa County Accessibility Policy created May 2025
- Alamosa County Accessibility Policy Approved by County Commissioners on June 11, 2025
- Budget – Salary for One Full Time Employee, sufficient funding to address needs, training/support

## Prioritize, Test, Remediate

- Alamosa County Inventory
  - Website
  - Documents – list of working documents from each department identified
  - Facebook (also DHS, Public Health, Sheriff's Department)
- Goal to move all feasible public-use forms online *e.g. Driveway Access Permits, Temporary Event Application*
- Tracking system to be developed and implemented to track progress of remediation efforts and scheduled website testing
- Quarterly progress reports will be posted to the Accessibility page of the Alamosa County website

## Skills & Hiring

- Alamosa County staff started accessibility training on CommonLook software in August 2024
- Alamosa County staff installed and began training on and using Continual Engine PREP Document Remediation Software as of April 2025
- Alamosa County has hired a full time Digital Accessibility Coordinator as of May 27, 2025
- Digital Accessibility Coordinator to actively seek new learning opportunities and trainings
- Digital Accessibility Coordinator to provide ongoing accessibility training and guidance for all Alamosa County employees

## Communication & Support

- Accommodations Request – Online Form created which can be found on the Accessibility page on the Alamosa County website.
- Public Statements of compliance, accessibility statement and contact info listed online on the Accessibility page of the Alamosa County website.

## Procurement & Vendor Management

- Alamosa County is actively identifying major third-party vendors and initiating a process to educate them about conforming to accessibility standards