

SAMPLE PREVIEW - This shows the format and depth of the Compliance Action Kit.
Your kit will be customized with your specific website issues.

COMPLIANCE ACTION KIT

Complete ADA Remediation Package for City of Example, Colorado

What's Included in Your Kit

Document	Purpose	Pages
01 - Executive Summary	Board-ready overview for leadership	1-2
02 - CMS Step-by-Step Guide	Visual fixes for content teams	8-15
03 - Developer Handoff Ticket	Technical specs for IT/vendors	1-2
04 - Compliance Certificate	Good faith documentation	1
05 - Remediation Tracker	Progress tracking spreadsheet	1

SAMPLE PREVIEW

01: EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

ADA Compliance Audit Results

Target Domain: <https://www.example.gov> **Audit Date:** January 15, 2026 **Compliance Standard:** WCAG 2.1 Level AA (ADA Title II) **Federal Deadline:** April 24, 2026 (State/Local Government) **Current Status:** **CRITICAL ACTION REQUIRED**

Risk Assessment

We have completed an automated technical review of your digital infrastructure. We identified **12 critical accessibility barriers** that currently prevent users with disabilities from accessing your services.

Immediate Implications:

- Legal Liability:** The site currently fails specific automated checks often cited in ADA Title II lawsuits. DOJ enforcement begins April 2026.
- Service Denial:** Users relying on screen readers cannot effectively navigate your main navigation menu and contact forms.
- Federal Compliance:** State and local government entities must meet WCAG 2.1 AA standards within **99 days**.

Issues Summary

Priority	Issue	Count	Impact
HIGH	Missing form labels	8	Screen reader users cannot complete forms
HIGH	Low contrast text	4	Low-vision users cannot read content
MEDIUM	Missing alt text on images	6	Blind users miss visual information
MEDIUM	Empty link text	3	Navigation is confusing for assistive tech
LOW	Heading structure issues	2	Page navigation is less efficient

Remediation Roadmap

Priority	Timeline	Action
HIGH	10 business days	Fix form labels and contrast issues
MEDIUM	20 business days	Add alt text, fix empty links
LOW	Before April 24, 2026	Address heading structure

Your next step: Share the CMS Guide (Document 02) with your content team, and the Developer Ticket (Document 03) with your IT vendor.

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02: CMS STEP-BY-STEP GUIDE (Preview)

REMEDIATION MANUAL

Step-by-Step Fix Instructions

How to use this guide:

- If you use **WordPress/Wix/Squarespace**: Follow Option A (CMS Instructions)
- If you have a **developer**: Forward Option B (Code) to your IT team

ISSUE #1: Missing Form Labels

HIGH PRIORITY - 8 instances found

The Problem

Your contact form has input fields with placeholder text ("Enter your email") but no proper labels. Screen readers cannot announce what each field is for, making the form **completely unusable for blind users**.

WCAG Criteria Violated: 1.3.1 (Info and Relationships), 4.1.2 (Name, Role, Value)

What users experience: Screen reader announces "Edit text" with no context about what to enter.

Option A: CMS Instructions (No Code Required)

Step 1: Locate the Element

- Go to: <https://www.example.gov/contact>
- Find: The email input field in the contact form

Step 2: Open Settings

- Click on the input field to select it

- Open **Form Field Settings** or **Input Settings** panel

Step 3: Apply the Fix

- Find setting for **"Label"** or **"Field Label"**
- Enable: **"Show label above field"**
- Enter label text: **"Email Address"**

Step 4: Save & Publish

- Click **Publish** or **Update**



Option B: Developer Instructions (Code)

Affected Element: Email `<input>` in contact form **Required Change:** Add associated `<label>` element with `for` attribute

```
/* BEFORE (Non-Compliant) */ <input type="email" name="email" placeholder="Enter your email">
```

```
/* AFTER (Compliant) */ <label for="email-field">Email Address</label> <input type="email" id="email-field" name="email" placeholder="Enter your email">
```

Verification Steps

1. **Refresh** browser (Ctrl+F5)
2. **Visual check:** "Email Address" label appears above input
3. **Technical check:** Right-click input > Inspect > verify `<label for="">` matches input `id`
4. **Screen reader test:** Field should announce "Email Address, edit text"

ISSUE #2: Low Contrast Text

HIGH PRIORITY - 4 instances found

The Problem

Your "Submit" button uses light gray text (#AAAAAA) on a white background (#FFFFFF). The contrast ratio is only **2.3:1** — WCAG requires **4.5:1 minimum**.

Users with low vision or color blindness **cannot read this button**.



Option A: CMS Instructions

Step 1: Go to <https://www.example.gov/contact>

Step 2: Click the Submit button > Open **Button Styles**

Step 3: Change "Text Color" to: **#003366** (Dark Blue)

Step 4: Save & Publish



Option B: Developer Instructions

```
/* BEFORE - Contrast ratio: 2.3:1 (FAILS) */ .btn-submit { color: #AAAAAA; background: #FFFFFF; }  
}
```

```
/* AFTER - Contrast ratio: 9.8:1 (PASSES) */ .btn-submit { color: #003366; background: #FFFFFF; }  
}
```

Verify with: [WebAIM Contrast Checker](#)

PREVIEW ENDS HERE

The full CMS Guide includes step-by-step fixes for all 12 issues found on your site, plus verification checklists for each fix.

Also Included in Your Kit

03: Developer Handoff Ticket

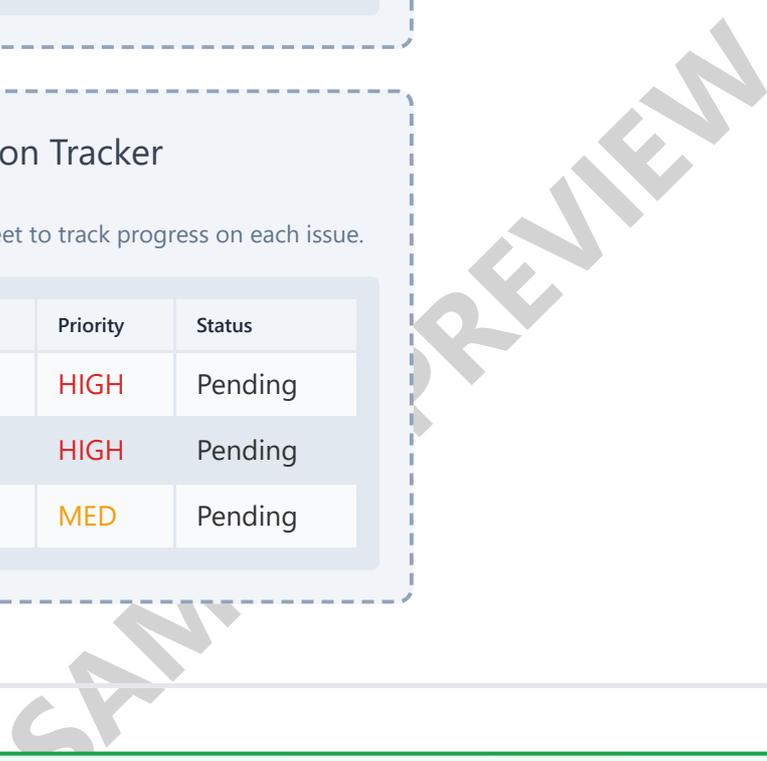
Ready-to-forward technical specifications for your IT vendor or development team.

```
TASK 1: CONTRAST REMEDIATION
Location: Global Stylesheet
Element: .btn-submit
REQUIRED: Update color to #003366...
[Full specs in purchase]
```

05: Remediation Tracker

Excel/CSV spreadsheet to track progress on each issue.

Issue	Priority	Status
Form labels	HIGH	Pending
Contrast	HIGH	Pending
Alt text	MED	Pending



Ready to Get Your Custom Fix Kit?

Your Compliance Action Kit will include:

- **Customized fixes** for your specific 12 issues (not generic examples)
- **Your actual page URLs** and element locations
- **Code snippets** tailored to your site's structure

Get Your Fix Kit - \$97

Secure payment via Stripe • 7-day money-back guarantee • Delivered in 2 business days

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