



Case Study: Starting with Accessibility = Project and Team Wins

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LCCMR Proposal and Grant Management System

The Project

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- What is the [Legislative-Citizen Commission on Minnesota Resources?](#)
- What is the Environment and Natural Resources Trust Fund?



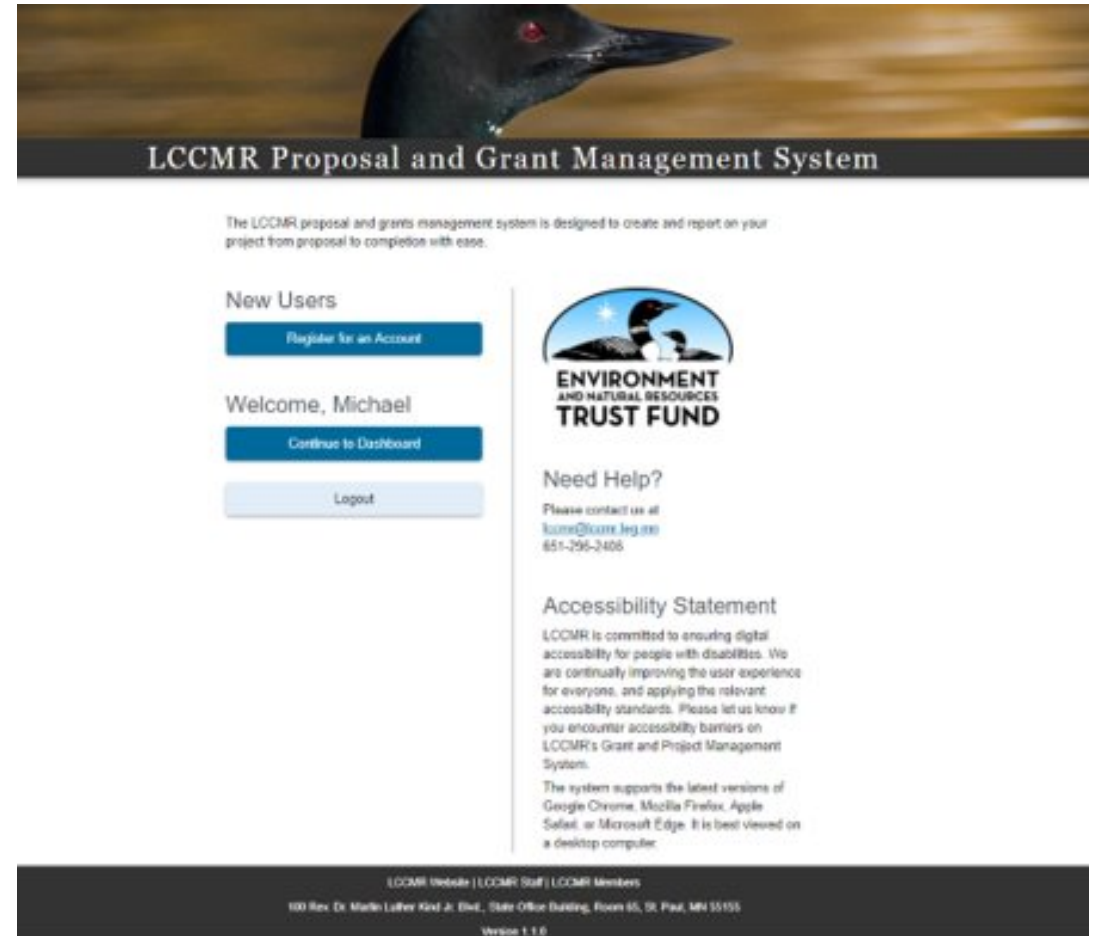
LCCMR Process



What is the Project?

An Online Proposal and Grant Management System

- Project proposal to project implementation
- Searchable database
- Member review and evaluation
- Generate reports



The screenshot displays the user interface for the LCCMR Proposal and Grant Management System. At the top, a banner features a close-up of a duck's head with the text "LCCMR Proposal and Grant Management System". Below the banner, a paragraph states: "The LCCMR proposal and grants management system is designed to create and report on your project from proposal to completion with ease." The interface is divided into two main sections. On the left, under the heading "New Users", there is a blue button labeled "Register for an Account". Below this, a user is greeted with "Welcome, Michael" and a blue button labeled "Continue to Dashboard". At the bottom of this section is a light blue button labeled "Logout". On the right, the "ENVIRONMENT AND NATURAL RESOURCES TRUST FUND" logo is displayed, featuring a duck. Below the logo, the "Need Help?" section provides contact information: "Please contact us at lccmr@lccmr.leg.mn 651-296-2406". The "Accessibility Statement" section follows, stating: "LCCMR is committed to ensuring digital accessibility for people with disabilities. We are continually improving the user experience for everyone, and applying the relevant accessibility standards. Please let us know if you encounter accessibility barriers on LCCMR's Grant and Project Management System. The system supports the latest versions of Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge. It is best viewed on a desktop computer." At the bottom of the page, a dark footer contains the text: "LCCMR Website | LCCMR Staff | LCCMR Members", "100 Rev. Dr. Martin Luther King Jr. Blvd., State Office Building, Room 65, St. Paul, MN 55155", and "Version 1.1.6".

Practical Accessibility Considerations

- Who are the primary system users and what are their accessibility needs?
- What is staff capacity and skill set to address digital accessibility?
- What resources are available?
- Is digital accessibility required?



What We Knew

- We wanted the system to meet the State digital accessibility standard
- Accessibility should be part of the user acceptance testing
- Current accommodation process is costly
- Expected an online accessible system would reduce costs
- Limited staff resources and expertise to ensure requirements would be met

What We Did Not Know

- What accessibility criteria does an online system need to meet?
- Is there specific legal language we need to include in the RFP?
- What does the vendor need to know in order to respond to the RFP?
- How will we know if the system meets the State accessibility standard?

What LCCMR Did



RFP and Contract Include Accessibility Requirements

RFP

- V. Background
- VIII. Scope Of Work
- XI. Contents Of Proposal
- Appendix - System Needs

Contracts

- Include RFP and Vendor Proposal
- Phased contracting

**DIGITAL
ACCESSIBILITY**



Office of Accessibility's Role

Jennie Delisi, Accessibility Analyst

Office of Accessibility

Planning Phase(s)

- Early consultation
- RFP
- Early work with vendor
- Testing phase 1
- Planning future testing



Success #1: Variety of Accessibility Team Members

- Individuals with disabilities
- Chief Information Accessibility Officer
- Accessibility Analyst
- LCCMR staff
- Vendor team
- Digital accessibility coordinators from the state



Success #2: Accessibility Review of Wireframes



- Discussed aspects such as:
 - Reading order
 - Navigation
 - Color contrast
 - Vocabulary choices – plain language
 - Labels for those using screen readers and voice input
- Early-stage problem solving
- Partnership throughout process was key

Success #3: Training of LCCMR Staff



- Planned training of staff early in the process
 - Benefits other areas of their work
- Became proficient testers of the simpler digital accessibility tests
 - Color contrast, color alone, magnification, keyboard operable, visible focus, focus order, meaningful link text
- Able to catch issues earlier in future phases of project

Success #4: Clear Accessibility Roles

Accessibility lead

- Regular meetings with project manager, plans accessibility work
- Designs test plan(s)
- Coordinates testers
- Reviews findings of newer testers
- Writes reports based on findings of all testers

LCCMR staff testers

- Given larger number of pages to test

Experienced digital accessibility testers

- Received very specific test plans to maximize use of their time



LCCMR Lessons Learned


Future Projects Would Include

- As components like the staff interface are built, accessibility reviews are built into the timelines
- Add more explicit description of types of accessibility and user testing into the schedule (not generic: accessibility testing)
- Build time into projects to review and plan
- Schedule meetings with accessibility lead into the timeline; not "as needed"
- Budget for 3rd party and in-house accessibility testing


Understand The Standard


- Identify how each criteria of the standard will be tested
- Identify how results will be documented
- Identify how the State accessibility standard will be verified as passed


h2 New Users


Register for an Account 


h2 Existing Users



Email 


 *aria-invalid="false"*


Password 

 *aria-invalid="false"*

Login 

Forgot your password?  




Environment and Natural Resources Trust Fund Logo

h2 Need Help?

Please contact us at
lccmr@lccmr.leg.mn
651-296-2406

h2 Accessibility Statement

LCCMR is committed to ensuring digital accessibility for people with disabilities. We are continually improving the user experience for everyone, and applying the relevant accessibility standards. Please let us know if you encounter accessibility barriers on LCCMR's Grant and Project

- Accessibility had multiple elements both system and documents
- There isn't one system, program, or test that can be conducted.
- Multiple perspectives were required and it was an actual person doing the testing & evaluation.
- When evaluating if our accessibility requirements were implemented satisfactorily, it sometimes isn't a yes/no answer.

Pandemics Can Delay Projects

- High demand of digital accessibility professionals' time
 - Everyone moving online
 - Lots of projects with higher priority/timeline – especially if not billed specifically to a project

















External Accessibility Testing Can Be Very Helpful





- This can be an efficient, cost-effective way to test
 - Budget for this when planning your project
 - Pick representative pages, dialogs, assets (like auto generated docs), emails from system
 - Select key points in project for testing to occur
 - Use testers with report styles that clearly report against your digital accessibility standard – get examples of other reports they have completed
- Involve your digital accessibility professional in planning and review of findings from external test team
- Don't rely on external testing alone

Accessibility Increased Usability For Everyone

Wireframe

Actions	Project Title
    	Groundwater Microbiology Phase 2: Private Wells
   	DNR Scientific and Natural Areas
  	Crane Lake Restoration
  	SW MN Habitat Restoration

System

Actions	Proposal ID ↓	Project Title
	2021-466	Emerging Issues
	2021-465	LCC Legacy Website
	2021-464	LCCMR Biennial Budget (FY22 & FY 23)
	2021-463	LCC Legacy websit

Project Feedback

- “As a vendor it was extremely beneficial to discuss how accessibility standards play into the design prior to development. It truly felt like we were all one team working towards a common goal.”
– Brian Fisher, Houston Engineering Inc.



Subscribe to the Office of Accessibility newsletter

[Subscribe to the Office of Accessibility newsletter](#)

Text to # 468311: MNIT A11y

(You will receive our welcome message back.)



Thank you!

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