Core Criteria		Planning Documentation & Notes
Governance, Roles & Responsibilities Ensures that IT accessibility is appropriate, and that excutive sponsor is the Town of Foxfield Board of Trustees. Given the small staff size all staff are responsible for ensuring that documents, applications, and websites meetig accessible standards.		
Check when completed:	**Launch:** **Develop an governance system**	
	The Town of Foxfield is finalizing plans to improve governance (accountability and responsibility) for IT accessibility.	Quarterly report on PDF remidation and website checks via Allyant or other similar platforms.
Complete	My agency has approved plans for a governance system.	Allyant will be used for website checks and document remediation.
Check when completed:	**Integrate:** **Designate one or more individuals responsible for implementation**	
Complete	Monica Torres has been idenitified as a responsible party for implementation.	
Check when completed:	**Optimize:** **Implement reporting/decision mechanism and maintain records**	
	My agency is developing tools and procedures for tracking IT accessibility issues.	

Core Criteria		Planning Documentation & Notes
Evaluation & Remediation Testing and validation of standards conformance and that plans are developed to address accessibility issues once identified. Examples include, corrective actions in project plans, procurement of more accessible technology, and providing alternate means of access to the technology product or service.		
Check when completed:	**Launch:** **Create an inventory IT touchpoints (websites, applications, PDFs, databases, kiosks, digital signage, etc.) and a plan for testing.**	
Complete	Town of Foxfield is creating an inventory of IT touchpoints/products (websites, applications, PDFs, databases, kiosks, digital signage, etc.) to be prioritized for testing.	Working with Allyant to complete inventory
Complete	Town of Foxfield has added all internal and external facing websites to the sheet.	Working with Allyant to complete inventory
Complete	Town of Foxfield has created a list of applications that it manages (listed in the "Apps" tab) and has prioritized them and identified the "product owner" within the agency.	Working with Allyant to complete inventory
Complete	Town of Foxfield has approved plans for testing approaches that include third-party testing, assistive technology and integrated testing by users with disabilities.	Allyant will be used for this third party testing.
Complete	Town of Foxfield has included proposed budget requests in this plan for how the agency will pay for testing and remediation of websites and applications.	Amount was allocated from 2025 budget and will be included in 2026 budget.
Check when completed:	**Integrate:** **Implement testing and plan for remediation**	
Complete	Town of Foxfield has assigned testing and remediation implementation duties and responsibilities to staff.	Monica Torres will be in charge of this.
Check when completed:	**Optimize:** **Integrate fully into all key processes**	
Complete	Town of Foxfield is tracking and keeping records of IT accessibility reporting and decisions.	This template will be used to keep records.

Core Criteria		Planning Documentation & Notes
Skills & Training Ensures your agency hires people with accessibility skills and trains current employees on skills related to providing accessible services and OIT's accessibility standards compliance.		
Check when completed:	**Launch:** **Define skills/job descriptions**	
Complete	Town of Foxfield has identified the skills, screening and interview questions for hiring people at the agency.	N/A at the moment - Monica is accessability coordinator
	Town of Foxfield has identified accessibility skills required for current employees.	Monica Torres will take Allyant Accessability training.
	Town of Foxfield has identified accessibility skills training and resources that are unique to the agency as well as those that are available state-wide.	Monica Torres will take Allyant Accessability training.
Check when completed:	**Integrate:** **Identify existing resources that match up and address gaps**	
Complete	Town of Foxfield has included accessibility skills in its job descriptions and hiring processes.	No current open positions
Complete	Town of Foxfield has created accessibility goals and expectations for employees that support professional growth.	Monica Torres will take Allyant Accessability training.
Check when completed:	**Optimize:** **Manage progress in acquiring skills and allocating qualified resources**	
	Town of Foxfield is setting individual accessibility goals and tracking progress through performance evaluations.	

Core Criteria		Planning Documentation & Notes
Communication & Support Process Ensures that your agency tracks and resolves incoming accessibility complaints and that there are clear and well-tended channels for receiving feedback on IT accessibility issues. This core criteria includes internal communications regarding accessibility process improvement, resources and training as well as public statements of compliance and public representations of the digital accessibility program.		
Check when completed:	**Launch:** **Include state accessibility statement and an accessibility contact on all state websites and applications**	
Complete	100% of agency websites (in the "Websites" tab) have the State's accessibility statement with contact information added to the footer.	Has been added to the website.
Check when completed:	**Integrate:** **Identify a plan for tracking and resolving accessibility complaints and feedback**	
Complete	Town of Foxfield has a communications plan regarding accessibility as a priority and requirements for compliance within the agency.	Monica Torres is responsible for resolving accessibility complaints and feedback.
Complete	Town of Foxfield has a plan in place for tracking and keeping records of IT accessibility complaints and feedback.	This spreadsheet will be used to keep track of complaints.
Check when completed:	**Optimize:** **Integrate accessibility content into agency communication plans**	
Complete	Town of Foxfield is tracking and keeping records of IT accessibility complaints and feedback.	This spreadsheet will be used to keep track of complaints.

Core Criteria		Planning Documentation & Notes
Procurement & Vendor Management Ensures that your agency's solicitation, evaluation and contract processes address IT accessibility/OIT Accessibility Technical Standards compliance.		
Check when completed:	**Launch:** **Identify candidate processes for criteria integration**	
	Town of Foxfield has a plan to identify and evaluate its solicitation, evaluation and contract processes for accessibility gaps.	Will work with Allyant to get processes
	Town of Foxfield has evaluated its solicitation, evaluation and contract processes for accessibility gaps and is developing plans to better integrate accessibility criteria into these processes.	
	Town of Foxfield has approved plans to integrate accessibility criteria into these processes.	
	Town of Foxfield has created a plan for engaging vendors in accessibility accountability.	
Check when completed:	**Integrate:** **Implement process changes**	
	Town of Foxfield has begun modifying its solicitation, evaluation and contract processes to integrate accessibility criteria.	Will work with Allyant to get processes
	Town of Foxfield has completed accessibility criteria modification for some of its solicitation, evaluation and contract processes and has begun using these modified processes.	
	Town of Foxfield has completed accessibility criteria modification for most of its solicitation, evaluation and contract	
Check when completed:	**Optimize:** **Integrate fully into all key processes**	
	Town of Foxfield has fully integrated accessibility criteria into all of its solicitation, evaluation and contract processes and is using these processes to improve the accessibility of its product / service offerings.	
	Town of Foxfield has fully integrated accessibility criteria ACROSS its solicitation, evaluation and contract processes and is using these integrated processes to improve the accessibility of its product / service offerings.	