

Agency: North Dakota Department of Transportation
Division: Information Technology
Group: Information Technology
Category: Web
Policy Number: ITDSTD 1-01
Title: NDDOT Web Standards
Original Date: 08/01/2010
Revised Date: 07/23/2014
Review By Date: 07/23/2017

PURPOSE: To identify the standards that websites created for NDDOT shall be held to.

POLICY:

All websites are required to achieve the following standards:

1. The website will follow the standards established under Section 508 of the Rehabilitation Act of 1973 (<http://www.ada.gov/508/index.html>), amended 1998 by the Work Force Investment Act (Section 1194.22 and its subsequent amendments) as the minimal requirements for web accessibility.
2. NDDOT requires all pages on the website to be 100% compliant with Priority Level 1 and 95% compliant with Priority Level 2 for W3C Web Content Accessibility Guidelines (WCAG). Reference <http://www.w3.org/TR/WCAG10/> to see the guidelines.
3. Substituting a text-only site or link for a graphic version in an effort to meet the required ADA Standards **DOES NOT** meet NDDOT requirements. The requirements are in place to make the graphic version ADA compliant, not to replace the graphics with text only. A text-only link may be used in conjunction with the graphic version in order to meet the ADA compliance requirements.
4. Only one email from the site is used. The mailbox recipient(s) will be determined by NDDOT.
5. All pages and documents of a website shall function properly and be accessible by the latest two versions of a web browser in the following group - Internet Explorer, Mozilla Firefox, Google Chrome, and Safari.

Additional NDDOT requirements:

1. Will be required to use the same ADA testing software as NDDOT. NDDOT is currently using HiSoftware Compliance Sheriff for monthly testing of the website. Web contractor will be responsible for acquiring desktop software to validate individual pages before loading them to the website. NDDOT will work with the web contractor to setup monthly

testing on NDDOT ADA testing software and the required configuration for the desktop software.

2. Web contractors will be required to resolve any ADA compliance issues within 10 days of notification.
3. Website must follow standards as set by the State Enterprise Architecture (EA) E-Government Web Development Standard with the exception of requirement 8, which is displaying the State Banner.
4. The website layout and content will be controlled through the use of Cascading Style Sheets (CSS); knowledge of CSS is required.
5. All pages must have meta tags in their source code. Minimum required meta tags are keywords, description, language, and content-type.
6. The website must have 100% active links and must be monitored by the entity maintaining the website to ensure that all dead links are fixed.
7. The NDDOT Web Administrator will review the website during its construction, at key times before the website goes live, and periodically for the life of the contract, to ensure that the website meets NDDOT web standards.
8. Before the website goes live, the website must meet NDDOT web standards. The NDDOT Web Administrator will be a resource to the entity maintaining the websites to ensure that the website meets standards.
9. Google Analytics will be used to provide analytic data on websites. NDDOT will provide Google Analytics tracking code to use for the website.
10. NDDOT highly recommends following the Web Development Best Practices created by the State of North Dakota EA E-Government team.

Definitions

1. NDDOT – North Dakota Department of Transportation
2. EA – Enterprise Architecture
3. W3C – World Wide Web Consortium
4. ADA – Americans with Disabilities Act
5. CSS – Cascading Style Sheets

Suggested Tools

1. HiSoftware Compliance Sheriff
(<http://www.hisoftware.com/products/hisoftware-compliance-sheriff-overview/hisoftware-compliance-sheriff.aspx>).
2. Google Analytics (<http://www.google.com/analytics/>).

ADA Reference Material

1. State of North Dakota EA Web design standards (www.nd.gov/ea/standards/).
2. State of North Dakota EA Web development best practices (www.nd.gov/ea/standards/).
3. W3C Web Content Accessibility Guidelines 1.0 (<http://www.w3.org/TR/WCAG10/>) - code-related guidance for Section 508-related issues recommended by W3C.
4. Americans with Disabilities Act (<http://www.ada.gov/>).

Applicability

This standard applies to all websites being created for NDDOT.

Non-Compliance

Non-compliance with this standard shall be reported to the Information Technology Division Director, Communications Division Director, and the Deputy Director for Business Support.

**Grant Levi, P.E.
Director**