HAVEN SMITH & COMPANY · SECTION 508 TEST REPORT

Section 508 test report: grant application portal

Prepared for a federal program office. Tested by a DHS Certified Trusted Tester.

This is a sample report. It is based on our past work, and the agency, system, dates, and details have been changed. It shows the format and depth of the report your team receives.

REPORT DETAILS

System	Online grant application portal, version 1.0 (release candidate)
Agency	A federal program office
Standard	Revised Section 508 Standards, 36 CFR Part 1194, which incorporate WCAG 2.0 Level A and AA (E205.4 for web content and documents)
Method	DHS Trusted Tester test process, with screen reader testing of every key task
Tester	Ashley Karr, DHS Certified Trusted Tester, certificate TT-2710-09891
Test dates	Initial test: March 2 to 6, 2026. Retest: March 30, 2026
Contractor	Haven Smith, LLC (Haven Smith & Company). UEI UHB8NTPNNGC9. CAGE 27GW3

1. SUMMARY

18	6	27	0
screens tested	PDFs tested	failures found	open after retest

The portal is built on an accessible design system, so most screens passed on the first test. The 27 failures clustered where applicants enter information and in the instruction PDFs. Three were high severity, because each one could stop an applicant from finishing: a date field that needed a mouse, errors that were never announced, and a session timeout with no way to ask for more time.

The development team fixed all 27 in one sprint, and we remediated the six PDFs. On retest, every screen and document in scope supports each applicable Section 508 requirement.

2. SCOPE

Screens (18): sign in, create account, verify email, reset password, dashboard, eligibility check, applicant details, organization details, budget, project narrative, key personnel, attachments, review and submit, confirmation, application status, messages, help, and contact.

Documents (6): program instructions, eligibility checklist, budget template, submission guide, sample application, and frequently asked questions.

Out of scope: the agency’s back-office review screens and third party payment pages, which the office tests separately.

3. HOW WE TESTED

- Every screen and document was tested by hand following the DHS Trusted Tester process, using ANDI and the Colour Contrast Analyser.
- Every key task was completed by keyboard alone and with a screen reader: NVDA with Firefox and JAWS with Chrome on Windows 11, and VoiceOver with Safari on iOS.
- Automated checks with axe-core covered every page between the tested screens, to catch repeats.
- PDFs were checked in Adobe Acrobat Pro and the PDF Accessibility Checker (PAC), then read with a screen reader.

Severity: **High** stops an applicant from finishing a task. **Medium** makes a task much harder or slower. **Low** is a barrier with a clear workaround.

4. RESULTS BY REQUIREMENT

WCAG 2.0 Level A and AA success criteria, as incorporated by the Revised 508 Standards

REQUIREMENT	INITIAL TEST	FAILURES	AFTER RETEST
1.1.1 Non-text Content	Does not support	1	Supports
1.2.1 Audio-only and Video-only	Not applicable		Not applicable
1.2.2 Captions (Prerecorded)	Not applicable		Not applicable
1.2.3 Audio Description or Media Alternative	Not applicable		Not applicable
1.2.4 Captions (Live)	Not applicable		Not applicable
1.2.5 Audio Description (Prerecorded)	Not applicable		Not applicable
1.3.1 Info and Relationships	Does not support	4	Supports
1.3.2 Meaningful Sequence	Does not support	1	Supports
1.3.3 Sensory Characteristics	Supports		Supports
1.4.1 Use of Color	Supports		Supports
1.4.2 Audio Control	Not applicable		Not applicable
1.4.3 Contrast (Minimum)	Supports		Supports
1.4.4 Resize Text	Supports		Supports
1.4.5 Images of Text	Supports		Supports
2.1.1 Keyboard	Does not support	5	Supports
2.1.2 No Keyboard Trap	Supports		Supports
2.2.1 Timing Adjustable	Does not support	1	Supports
2.2.2 Pause, Stop, Hide	Not applicable		Not applicable

REQUIREMENT	INITIAL TEST	FAILURES	AFTER RETEST
2.3.1 Three Flashes or Below Threshold	Supports		Supports
2.4.1 Bypass Blocks	Supports		Supports
2.4.2 Page Titled	Supports		Supports
2.4.3 Focus Order	Does not support	2	Supports
2.4.4 Link Purpose (In Context)	Supports		Supports
2.4.5 Multiple Ways	Supports		Supports
2.4.6 Headings and Labels	Supports		Supports
2.4.7 Focus Visible	Does not support	1	Supports
3.1.1 Language of Page	Does not support	1	Supports
3.1.2 Language of Parts	Supports		Supports
3.2.1 On Focus	Supports		Supports
3.2.2 On Input	Supports		Supports
3.2.3 Consistent Navigation	Supports		Supports
3.2.4 Consistent Identification	Supports		Supports
3.3.1 Error Identification	Does not support	4	Supports
3.3.2 Labels or Instructions	Does not support	3	Supports
3.3.3 Error Suggestion	Supports		Supports
3.3.4 Error Prevention (Legal, Financial, Data)	Supports		Supports
4.1.1 Parsing	Supports		Supports
4.1.2 Name, Role, Value	Does not support	4	Supports

5. FINDINGS

All 27 failures, with the fix and the retest result

ID	SCREEN OR FILE	REQUIREMENT	SEVERITY	WHAT WE FOUND	HOW TO FIX	STATUS
F-01	Applicant details	2.1.1 Keyboard	High	The date of birth calendar opens only with a mouse, and typed dates are rejected.	Accept typed dates in MM/DD/YYYY; make the calendar button and grid keyboard operable.	Fixed, retested
F-02	Every form step	3.3.1 Error Identification	High	Errors appear in red text but are never announced to a screen reader.	Move focus to an error summary with role="alert" and link each error to its field.	Fixed, retested
F-03	Every screen	2.2.1 Timing Adjustable	High	The 20 minute timeout warning ends the session with no option to extend it.	Offer "Stay signed in" in the warning, at least 20 seconds before timeout, and announce it.	Fixed, retested
F-04	Attachments	4.1.2 Name, Role, Value	Medium	The upload button is an icon with no accessible name.	Give the button a name such as "Upload a document".	Fixed, retested
F-05	Program instructions (PDF)	1.3.1 Info and Relationships	Medium	The PDF has no tags, so headings and lists are not exposed.	Tag the document with headings, lists, and a logical reading order.	Fixed, retested
F-06	Create account	3.3.2 Labels or Instructions	Medium	Password rules appear only after a failed attempt.	Show the rules beside the field before the applicant types.	Fixed, retested
F-07	Create account	3.3.1 Error Identification	Medium	A mismatched password clears both fields without saying why.	Keep the entries and announce which field to correct.	Fixed, retested
F-08	Verify email	2.1.1 Keyboard	Medium	The "Resend code" link is a span that cannot be reached by Tab.	Use a button element.	Fixed, retested
F-09	Organization details	1.3.1 Info and Relationships	Medium	Address fields are grouped visually but not in code.	Wrap them in a fieldset with a legend.	Fixed, retested
F-10	Organization details	3.3.2 Labels or Instructions	Low	The UEI field gives no format hint.	Add a visible hint: 12 characters, letters and numbers.	Fixed, retested
F-11	Budget	3.3.1 Error Identification	Medium	A total that does not match shows a red border only.	Add a text error and announce it.	Fixed, retested
F-12	Budget	2.1.1 Keyboard	Medium	"Add a line item" works only on mouse click.	Handle Enter and Space on a native button.	Fixed, retested
F-13	Budget	2.4.3 Focus Order	Medium	After adding a line item, focus jumps to the top of the page.	Move focus to the first field of the new row.	Fixed, retested
F-14	Project narrative	4.1.2 Name, Role, Value	Medium	The character counter is not tied to the text area.	Reference the counter with aria-describedby.	Fixed, retested
F-15	Project narrative	2.1.1 Keyboard	Medium	The rich text toolbar cannot be reached by keyboard.	Put the toolbar in the tab order with arrow key navigation.	Fixed, retested
F-16	Key personnel	3.3.2 Labels or Instructions	Low	Repeated "Name" fields share one label.	Label each person's fields uniquely, such as "Person 2, name".	Fixed, retested
F-17	Key personnel	1.3.1 Info and Relationships	Low	Required fields are marked by color only in code.	Use the required attribute and a text marker.	Fixed, retested
F-18	Attachments	2.1.1 Keyboard	Medium	The drag and drop area has no keyboard alternative.	Keep a native file input as the primary control.	Fixed, retested

ID	SCREEN OR FILE	REQUIREMENT	SEVERITY	WHAT WE FOUND	HOW TO FIX	STATUS
F-19	Attachments	3.3.1 Error Identification	Medium	A file that is too large fails with no message.	Announce the size limit and the file that failed.	Fixed, retested
F-20	Review and submit	2.4.3 Focus Order	Low	"Edit" links return focus to the top of the step, not the field.	Return focus to the field being edited.	Fixed, retested
F-21	Review and submit	4.1.2 Name, Role, Value	Medium	Five "Edit" links have the same name.	Name each link, such as "Edit budget".	Fixed, retested
F-22	Application status	4.1.2 Name, Role, Value	Medium	The status tracker is an image of steps with no text.	Use an ordered list with the current step marked in text.	Fixed, retested
F-23	Application status	1.1.1 Non-text Content	Low	The status icon has no text alternative.	Add alt text that names the status.	Fixed, retested
F-24	Help	2.4.7 Focus Visible	Medium	Links in the help panel have no visible focus.	Restore the design system focus ring.	Fixed, retested
F-25	Eligibility checklist (PDF)	1.3.2 Meaningful Sequence	Medium	The two column layout reads across columns.	Fix the tag order so each column reads in full.	Fixed, retested
F-26	Budget template (PDF)	1.3.1 Info and Relationships	Medium	The budget table has no header cells.	Tag row and column headers.	Fixed, retested
F-27	Submission guide (PDF)	3.1.1 Language of Page	Low	The document language is not set.	Set the language to English (en-US).	Fixed, retested

6. RETEST AND CONFORMANCE

We retested every fix by hand on March 30, 2026, with the same tools and screen readers. All 27 failures are closed. Based on that retest, the screens and documents in scope support each applicable Revised Section 508 requirement.

This result describes the portal as tested on that date. New releases should be retested before they go live; our monthly plan covers that. This sample report is general information, not legal advice, and it does not certify conformance on behalf of any agency.

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Section 508 testing, accessibility audits, VPATs, and accessible documents, led by a DHS Certified Trusted Tester. UEI UHB8NTPNNGC9. CAGE 27GW3. hello@havensmith.company · havensmith.company/buyers/federal-agencies