**Analysis of Known Barriers in the Sacramento County Boards and Commissions Application (Form** **Revised 12/3/15)**

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Background: The application for all County Boards and Commissions is a PDF file located on the Clerk of the Board’s web page. It is intended for use by members of the public applying to any of the vacant positions on Boards and Commissions. It can only be filled out by printing it and writing on it by hand or using a typewriter. An original signature is required and can only be submitted in person or by US mail.

1. It does not appear to be accessible to people using screen reader software, such as JAWS. It may be an image file.
2. It contains tables, which are inaccessible to screen readers.
3. The font size is considerably less than 12 point throughout most of the document.
4. Many people, especially those with marginal incomes, don’t own or have access to a printer.
5. Writing on paper is not possible for many people who are blind or have low vision, or people with fine motor disabilities (gripping and manipulating a pen).
6. Providing an original wet signature is difficult or impossible for some people with disabilities.
7. There are no stated alternatives to submitting in paper format via USPS or hand delivery only, which may be a challenge for people with transportation, vision, mobility, economic, or other limitations.
8. The form does not contain the accessibility and alternate format statement and there is no contact information for assistance.
9. The form is very difficult to find. It is currently only available on the “Public Meetings” Web page under the link “Vacancy List for Boards and Commissions and Application Form” listed alphabetically within the names of all of the County’s Boards and Commissions.