



Equally Effective Alternate Access Plan (EEAAP)

Purpose of the Equally Effective Alternate Access Plan

In compliance with California Government Code Section 11135 and Section 508 of the Rehabilitation Act of 1973, SF State must apply accessibility standards to Electronic and Information Technology (E&IT) products and services that it buys, creates, uses and maintains. When systems, software or processes do not meet requirements of Section 508, an alternative access plan must be developed to address the accessibility issue. This form is used to describe the alternate access plan. Plan approval from **Director of the Disability Programs and Resource Center (DPRC)** is **required** before the procurement can commence.

Instructions

1. DPRC will facilitate completion of Section 3 and send further instructions.
2. The requesting department is responsible for completing sections 1 and 2 and reviewing Section 3.
3. Once complete, the DPRC Director will either a) approve the form and return it to the requesting department for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised for compliance to Section 508.
4. The **Campus Requestor** or designee is responsible for obtaining the department head signature and then forward the signed document along with all associated E&IT procurement documents to the Procurement Office. Copies of this paperwork should be provided electronically to the ATI Program Manager and the department head for dissemination to responsible individual.

Section 1. Plan Creator Information

Name	Title	Department
College/Division	Email	Phone

Section 2. Description of the Affected System, Software, Process, or Other E&IT Purchase

Product Name:	
Affected product is a	<p style="text-align: center;">Software or Operating System</p> <p style="text-align: center;">Website or Web Application</p> <p style="text-align: center;">Telecommunication product</p> <p style="text-align: center;">Standard Video or Multimedia product</p> <p style="text-align: center;">Self-contained/closed product</p> <p style="text-align: center;">Desktop or portable computer</p> <p style="text-align: center;">Other</p>
Product Description & Purpose:	



Section 3. How will “Equally Effective Alternate Access” be provided?

<p>1. Description of the issue: Describe specifically what part of the system, software, or process is a known accessibility issue and is not accessible per Section 508 and the CSU ATI standards. Further information on Section 508 and ATI standards can be found at CSU Accessible Electronic and Information Technology (E&IT) Procurement</p>	
<p>2. Persons or groups affected: List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. Groups may be specific (e.g., IT employees, Engineering students, etc?) or general (e.g., general public, visitors, students only, CSU employees, etc.).</p>	
<p>3. Responsible person(s): List the name(s) and titles of the campus employee(s) who will be responsible for providing equally effective alternate access for the specified known accessibility issue as described in Number 4.</p>	
<p>4. How will EEAA be provided: Describe in detail how the responsible department(s)/person(s) equally effective alternate access will be communicated and what will be provided. For example, “To access this information please visit this web page X that contains the equivalent information.”</p>	
<p>5. EEAA Resources Required: List any resources required (including training, equipment, additional staff, etc.) to provide equally effective alternate access for the known issue.</p>	
<p>6. Repair/Remediation Information: Provide a brief description or any relevant information regarding repair of the issue by the vendor or Third Party Service Provider, as well as the time and completion date.</p>	

EEAAP Approval

By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets California Government Code 11135, Section 508, and CSU ATI compliance requirements.

Signature of DPRC Director	Printed Name	Date
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Department Acknowledgement

Signature of Department Chair/Director	Printed Name	Date
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