

## **Local Law 28 Instructions for Public Notices**

Beginning Tuesday July 12, 2016 all public notices for DCAS sponsored events, open to the public must contain:

- Accessibility icon(s)
- A name of who to contact for information regarding accessibility at the event, and
- A deadline for when requests for accommodations for people with disabilities must be received by the event's organizer.

### **For DCAS Public Events in DCAS Buildings:**

The wheelchair accessibility icon and the following language should appear on all public notices for DCAS public events in DCAS buildings:



**Accessibility questions: DCAS Special Events (212) 386-0041, by (insert date)**

- Both Graphics and the Web team have the wheelchair icon. Please make sure to request it when you submit your material. A copy of the icon can also be found here: <http://dcasconnect/pages/tools/accessibility-logo.aspx>
- Include the following contact language:
  - **Accessibility Questions: DCAS Special Events (212) 386-0041, by (insert date).**
- The **(insert date)** should be 14 calendar days before your event. This gives Special Events ample time to arrange for a sign-language interpreter should someone request one.
- In some cases, individual departments may already handle the accessibility information themselves, in which case you can simply replace the DCAS Special Events contact information with your own information.

### **For DCAS Public Events in Non-DCAS Buildings:**

Public Notices for events in outside facilities require the same information.

- Icon Selection: When you secure your event space find out what accommodations are available for people with disabilities. Ask Graphics/Web Team to add the appropriate icons to your material to cover these services.
- Include the following contact language:
  - **Accessibility Questions: Contact Name, Phone Number, by (insert date).**
- Contact Special Events who will help you determine who should be listed as the Contact Person to answer accessibility questions, and whether DCAS can provide sign language interpretation upon request at that facility.

**Additional FAQ's:**

- Public Notices: includes all advertisements, posters, invitations, announcements, programs and any other publicity materials, both print and online, for events which DCAS sponsors for the public.
- Public Events: includes but is not limited to real estate auctions, job fairs, public hearings, pre-proposal conferences, book signings, open houses, awards and mentoring programs.
- City Record Ads: The City Record has already begun implementing the new law.

**Questions: If you have any questions please contact Krishna Kirk at x 0214 or [kkirk@dcas.nyc.gov](mailto:kkirk@dcas.nyc.gov)**

**SAMPLE FLYER**



# HEARING MATTERS

## 23<sup>RD</sup> ANNUAL CITY EMPLOYEE HEARING FAIR

**HEARING CONSERVATION  
HEALTH PROFESSIONALS WILL:**

- Offer suggestions regarding ways to prevent hearing loss
- Discuss methods of protection
- Conduct audiometric screenings



**Accessibility questions: DCAS Special Events  
(212) 386-0041, by May 10, 2016**

### **CITY HALL PARK**

*OPPOSITE THE BROOKLYN BRIDGE &  
1 CENTRE STREET*

*(LOOK FOR THE MOBILE TESTING TRUCK)*

*10:00 AM TO 3:00 PM*

**TUESDAY, MAY 24  
WEDNESDAY, MAY 25  
THURSDAY, MAY 26**



Bill de Blasio  
Mayor

**Citywide  
Administrative  
Services**

Lisette Camilo  
Commissioner

**Citywide Office  
of Occupational  
Safety and Health**

Office of the General Counsel

# SAMPLE ONLINE PUBLIC HEARING NOTICE




**NYC** NYC Resources 311 Office of the Mayor


**NYC** Citywide Administrative Services

Translate This Page Newsletter Sign-Up Text Size A A A

Search...

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  - Sanitation Worker Exam No. 5001 Results
- For City Employees
- Contact DCAS
- Register to Vote Here!

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## Public Hearing-June 5, 2015


The Commissioner of the Department of Citywide Administrative Services has scheduled a Public Hearing to be held on June 5, 2015, at 10:00 AM, at 1 Centre Street, North Mezzanine, New York, NY 10007 on a proposal to amend the Classified Service of the City of New York as follows:

- Memo to Interested Parties
- Draft Resolution - LPC
- Draft Duties Statement- Executive Program Specialist (LPC)
- Draft Duties Statement - Chauffeur-Attendant (LPC)
- Draft Spec - Director of Urban Archaeology (LPC)
- Draft Spec - Director of Public Relations (LPC)
- Draft Spec - Secretary to the Executive Director (LPC)

 Accessibility questions: DCAS Special Events (212) 386-0041, by (Insert date)

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**Public Buildings** 

**CITYSTORE**  
THE OFFICIAL STORE OF THE CITY OF NEW YORK

**The GREEN BOOK Online**

**The City Record Online**  
The official journal of the City of New York