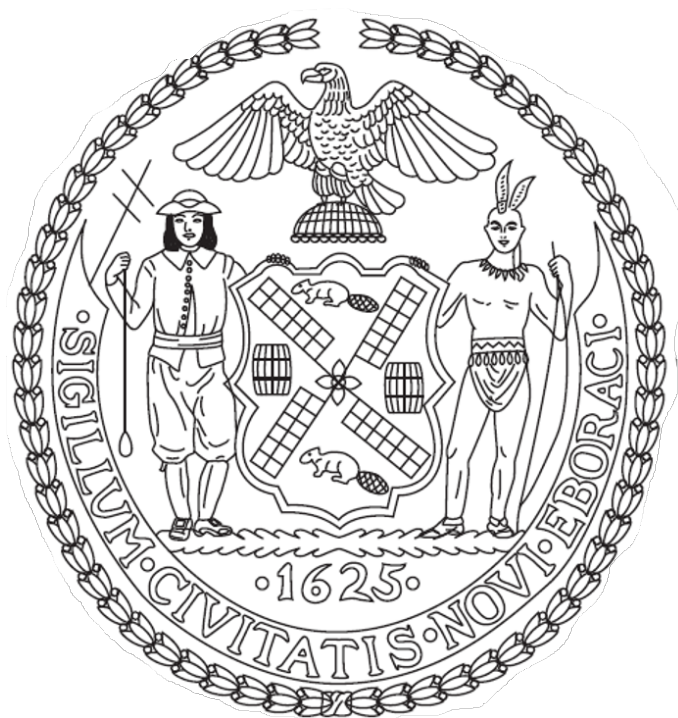


# **NYC**™ **Mayor's Office of Management and Budget**



## **Local Law 12 of 2023 5-Year Accessibility Plan (2024 - 2028)**

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## **General**

Local Law 12 of 2023 (“Local Law 12”), codified as section 23-1004 of the NYC Administrative Code, requires New York City agencies to prepare and publish a 5-Year Accessibility Plan (“Accessibility Plan”) using a template provided by the Mayor’s Office for People with Disabilities (“MOPD”). Local Law 12 requires that the accessibility plans outline steps agencies will take to “ensure that the agency’s workplace, services, programs and activities are accessible to and accommodating and inclusive of persons with disabilities” by addressing issues relating to physical, digital, and programmatic access, as well as providing effective communications for persons with disabilities. This document serves as the Accessibility Plan for the NYC Office of Management and Budget (“OMB”).

Note that OMB does not provide public-facing services and therefore the issues addressed in its Accessibility Plan have a narrower scope than those covered by agencies providing direct services to the people of New York City.

## **Disability Services Facilitator (“DSF”) Information**

Pursuant to Local Law 27 of 2016 (codified as NYC Admin Code § 23-1002), OMB has a designated DSF:

Spiros Rally - [rallys@omb.nyc.gov](mailto:rallys@omb.nyc.gov)  
255 Greenwich Street, 8th Floor  
New York, New York 10007  
(212) 788-6112

The DSF is responsible for coordinating the agency’s efforts to comply with and carry out the agency’s responsibilities under the Americans with Disabilities Act and other federal, state, and local laws and regulations concerning access to agency programs and services by persons with disabilities. The DSF is a liaison to New Yorkers with disabilities, connecting people with disabilities to City government.

## **Accessibility Plan Main Contact**

Personnel Management and Administration, in coordination with the EEO Office and Information Systems, is the main unit responsible for preparing and updating the agency’s Accessibility Plan. The main contact person is:

Spiros Rally - [rallys@omb.nyc.gov](mailto:rallys@omb.nyc.gov)  
255 Greenwich Street, 8th Floor  
New York, New York 10007  
(212) 788-6112

## **Mission and Background of Agency**

The Mission Statement of OMB is as follows: OMB is the City of New York's chief financial agency. Our staff are responsible for ensuring that the Administration's priorities are funded and implemented efficiently and effectively and that the City's resources are managed responsibly.

OMB fulfills this mission by:

- Serving as the Mayor's chief financial advisor.
- Developing and executing the city's expense and capital budgets.
- Overseeing the budgets of nearly 90 city agencies and related entities.
- Enhancing operations management citywide and evaluating the efficiency and cost-effectiveness of city services and proposals and the fiscal impact of local, state, and national legislation.
- Providing vital information to government officials on the local, national, and world economies.
- Implementing the city's borrowing and bond programs and conducting legal reviews of capital projects for financing with bond proceeds.
- Integrating environmental sustainability and resiliency into the city's financial planning to address current and future climate risks.

As of December 2023, OMB has 435 full-time employees and 19 part-time employees. As noted earlier, due to the nature of OMB's work, the agency does not interact directly with the public.

## **Executive Summary**

The Office of Management and Budget (OMB) acknowledges its commitment to equity in workforce and public service, despite its indirect interaction with the public. OMB is committed to ensuring that the agency is accessible to all people, including people with disabilities. This commitment is part of the agency's broader belief in creating and sustaining a diverse, equitable, and inclusive environment. OMB is firm in its dedication to provide its employees, job applicants, and those who may access the agency's public spaces, with equal access, removing barriers to accessibility, and achieving compliance with regulations serving people with disabilities. This accessibility plan is designed to align with the Americans with Disabilities Act (ADA) and Local Law 12 of 2023.

The plan addresses accessibility in five key focus areas:

1. Physical Access: Evaluation and enhancement of physical spaces for inclusivity.
2. Digital Access: Ensuring digital platforms are accessible to all users.
3. Programmatic Access: Adapting programs to accommodate diverse needs.
4. Communications: Implementing accessible communication strategies.
5. Workplace Inclusion: Fostering an inclusive work environment for OMB employees.

The primary objective is to outline how OMB will identify, remove, and prevent barriers for persons with disabilities, aligning with ADA and legal requirements. The plan draws insights from consultations with OMB's EEO Office, leveraging their expertise in disability-related inquiries and reasonable accommodations.

This plan is a result of thorough consultation with OMB's EEO Office and members of the staff with disabilities. It addresses current and future accessibility issues, with a commitment to eliminating barriers and preventing new ones.

While this plan is comprehensive, OMB recognizes the need for ongoing assessments to identify effective long-term solutions and implementation strategies. The plan will evolve to meet accessibility objectives, adapting to changing standards and requirements.

The agency commits to implementing the plan and continually improving accessibility initiatives in the identified key areas.

## **Agency Plan**

LL12 requires each agency to publish an Accessibility Plan describing the steps it is currently taking and will take over the next 5 years to ensure that each agency's workplace, services, programs, and activities are accessible to and accommodating and inclusive of persons with disabilities.

### **Physical Access**

OMB's leased office space is located at 255 Greenwich Street, New York, NY 10007. OMB is the leaseholder for floors 6 - 9 and a partial space on the 5th floor. OMB staff occupy the leased space on floors 5 - 8. The 9th floor is occupied by the Mayor's Office of Contract Services (MOCS) and The Actuary.

OMB has begun implementation of several physical access improvements, including:

1. Restrooms: OMB has begun renovations on floors 6 - 9 to ensure that all restrooms are ADA compliant. The public restroom located on the 5<sup>th</sup> floor was recently updated and is ADA compliant. The schedule calls for all renovations to be complete before the end of April 2024. Architectural plans for the new ADA compliant restroom can be found in Appendix C and include the following:
  - Ambulatory accessible stall and toilet.
  - Wheelchair accessible stall and toilet.
  - ADA Grab bars.
  - Door actuators and ADA compliant entrances.
  - ADA compliant sinks.
  - ADA compliant urinals.
  - ADA compliant heights for paper towel dispensers, hand dryers, switches, mirrors, and grab bars.
2. Entrance Accessibility
  - The main lobby entrance at 255 Greenwich Street is ADA compliant.
  - OMB reception area staff are available at each floor's entrance during regular business hours. OMB is investigating the feasibility of equipping the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> floor entrance doors with Actuators. The study will be complete by the end of 2024.
  - Bannisters have been installed at the 8th floor entrance. Bannisters for the 6<sup>th</sup> and 7<sup>th</sup> floor entrances will be installed before the end of 2024.
  - ADA compliant ramps are available on the 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> floors.
3. Assistive Listening Systems
  - OMB is investigating the feasibility of installing assistive listening systems in the 8<sup>th</sup> floor interview room and main conference room.
  - This study is expected to be complete before the end of 2024.
4. Braille Signage
  - Elevator banks have braille signage.
  - OMB plans to install additional braille signage in key locations where there is directional signage. This should be complete before the end of 2024.

5. Elevator Banks: Each elevator bank includes a voice assist terminal with braille signage.
6. Evacuation Planning: OMB's evacuation plan includes provisions for assistance to staff with disabilities.

## **Digital Access**

OMB will continue to strive to meet the Web Content Accessibility Guidelines 2.1 Level AA for both our internal and public facing websites. OMB's Web Accessibility Statement is posted on the agency's Accessibility webpage [nyc.gov/site/omb/about/omb-website-accessibility-statement.page](https://nyc.gov/site/omb/about/omb-website-accessibility-statement.page) in compliance with Local Law 12.

OMB's Digital Inclusion Officer (DIO) is Kara Randazzo, [randazzokara@omb.nyc.gov](mailto:randazzokara@omb.nyc.gov), (212) 788-6230. The DIO is the main point person at OMB regarding digital accessibility and serves as the liaison with OTI and MOPD on digital accessibility issues.

The duties of the DIO include ensuring that:

- "alt text" for all images is available on OMB's social media and website.
- captions are included for: all videos posted on social media platforms (CC on those that support it); and all new videos posted on the OMB website.
- digital assets are prioritized for accessibility enhancements over the next year, two years, etc.
- samples of outgoing communications are monitored and tested for accessibility - where problems are found, recommend corrective actions.
- training needs within agency are identified.
- trainings are organized in collaboration with OTI and MOPD.
- OMB's subject matter expert whenever new Information and Communication Technology (ICT) is being considered for production or procurement.
- in conjunction with OMB's Agency Chief Contracting Officer (ACCO), work with MOPD and OTI to ensure appropriate language related to accessibility requirements is included in all procurement documents and to ensure the resulting ICT is indeed accessible upon launch.
- the collection and sharing of data with MOPD is complete for the bi-annual report required by Local Law 26 of 2016.

## **Programmatic Access**

*Implementation Timeframe: 2024 - 2026*

This portion of the Accessibility Plan addresses the accessibility and inclusion of people with disabilities into the work of OMB – this includes ensuring that all OMB events and trainings are accessible to all employees and that employees are properly trained on issues relating to accessibility and people with disabilities.

OMB has taken or will take the following actions to ensure that employees have access to OMB events and trainings and are also provided with training to meet current requirements and best practices recommended by MOPD:

1. Ensure physical access to spaces used for trainings and events, including efforts as outlined in the Physical Access section of the Accessibility Plan.
2. Provide training resources in a format that meets the accessibility needs of people with disabilities (e.g., large text format when requested, use of alt text, etc.).
3. Ensure that new employees complete DCAS's Disability Etiquette and Awareness training within 30 days of employment and that current employees complete the training within one year, if they have not already completed the training.

## **Effective Communications**

*Implementation Timeframe: 2024 – 2028*

Ensuring effective communications with a focus on people with disabilities is important to OMB. The agency is committed to ensuring that its communications to staff, job applicants, and those who access OMB's digital content, is accessible to people with disabilities.

OMB has implemented or will implement the following measures to ensure that its communications are effective and accessible to all:

1. Follow MOPD recommendations with respect to visual/text communications sent to staff, job applicants, and on the agency's public website.
2. Offer and provide, upon request, documents and other communication in accessible format for people with disabilities.
3. Ensure digital accessibility of communications as outlined in the Digital Access section above.



## **Workplace Inclusion**

*Implementation Timeframe: 2024 – 2028*

OMB's Accessibility Plan considers Workplace Inclusion to include Reasonable Accommodations, General Accessibility as provided by the City's Equal Employment Opportunity Policy, and Performance Management/Professional Development. OMB has taken or will take the following actions to strengthen its workplace inclusion efforts:

1. Reasonable accommodations are available to job candidates upon request.
2. New hires will be reminded that reasonable accommodations are available.
3. Employees will be reminded, at minimum, once per year, of the availability of the reasonable accommodations process, in the Agency Head's EEO Statement of Commitment.
4. Information about the reasonable accommodations process, including instructions on how to initiate the process, request form, guidance documents prepared by DCAS, etc., will be available on the agency's intranet and updated on a consistent basis.
5. Additional information on policies and programming relating to people with disabilities will be provided to all staff, when available.
6. OMB will incorporate the City's EEO Policy into the OMB Employee Handbook.
7. OMB will review and assess internal policies and procedures to ensure accessibility issues are considered with respect to its employees.
8. OMB will ensure that its performance management/professional development policies and opportunities take into consideration the accessibility needs of employees with disabilities.
9. The EEO Officer and support staff will follow the City's Reasonable Accommodation process by:
  - a. Engaging in the cooperative dialogue process with the employee/job applicant requesting an accommodation.
  - b. Assessing the work responsibilities of the employee requesting an accommodation; consult with others as needed.
  - c. Reviewing medical documentation provided by the employee/job applicant requesting an accommodation when submitted as part of a disability-related request.
  - d. Consulting with management about potential issues with respect to the impact of reasonable accommodations on agency work needs.

- e. Ensure that the means of providing accommodations considers the needs of the employee/job applicant requesting the accommodation.
- f. Maintaining strict confidentiality.
- g. Tracking accommodation expiration dates and checking in with employees prior to the expiration.
- h. Reviewing requests for extended reasonable accommodations.
- i. Tracking reasonable accommodations throughout the cooperative dialogue process and maintaining an internal database, as well as tracking information via DCAS's external database.
- j. Maintaining all key correspondence/records electronically.
- k. Maintaining thorough documentation throughout the process.
- l. Following guidance from DCAS relating to reasonable accommodation requests throughout all stages of the process.

## **Methodology**

OMB affirms its dedication to fostering accessibility and inclusion and continuing to be ADA compliant. This commitment is encapsulated in identified goals to proactively remove and prevent barriers over the upcoming years. OMB has undertaken a collaborative effort with its EEO Office to identify and address accessibility challenges. This partnership, rooted in the EEO Office's unique position in handling reasonable accommodations, has been instrumental in shaping the plan for increased accessibility. In addition, OMB consulted with staff that have disabilities and incorporated their feedback and input in this plan.

Key Goals for Increased Accessibility include:

1. Review and Update Policies:
  - Conduct a comprehensive review of existing accessibility policies and procedures.
  - Update policies where necessary to align with evolving standards and best practices.

2. **Demographic Data Gathering:** The EEO Office, through its engagement in the reasonable accommodations process, directly interacts with individuals with disabilities. Drawing from a rich historical and present understanding of disability-related inquiries and needs, the EEO Office played a pivotal role in identifying key access issues outlined in this plan.
  - Collect staff demographic data to assess the representation of people with disabilities and other diverse groups within OMB.
  - Use the data to inform targeted initiatives for increased diversity and inclusion.
3. **Enhance Opportunities for Under-Represented Populations:**
  - Implement initiatives to increase employment opportunities for under-represented populations.
  - Broaden access to various opportunities within OMB, fostering an inclusive work environment.
4. **Reporting Commitment:**
  - Commit to filing an annual progress report as required by Local Law 12.
  - Ensure transparency and accountability in reporting progress on accessibility initiatives.

These goals emphasize a proactive approach to identify and address barriers systematically. By reviewing policies, understanding demographic representation, and enhancing opportunities, OMB seeks to create an inclusive environment that reflects the diversity of New York City.

OMB will deploy a systematic approach to implement these goals, involving collaboration with internal stakeholders, data analysis, and adherence to reporting deadlines. The agency will allocate resources strategically to achieve these objectives effectively.

The critical insights provided by the EEO Office have informed the plan's identification of access issues. By leveraging its role in handling reasonable accommodations, the EEO Office offered valuable perspectives on historical challenges and current needs related to accessibility. Recognizing the dynamic nature of accessibility and inclusion, OMB commits to continuous monitoring of progress. The goals outlined are subject to adaptation based on ongoing assessments, stakeholder feedback, and changes in regulatory requirements.

OMB's proactive stance on accessibility and inclusion is manifested in these identified goals. By embracing transparency, fostering diversity, and committing to regular reporting, OMB aims to create a more inclusive workplace and enhance accessibility for all.

# Appendix A - Website Accessibility Statement

OMB is committed to ensuring its digital content is accessible to and usable by people with disabilities. We are continually improving the user experience for everyone and applying the relevant accessibility standards.

## Conformance Status

The Web Content Accessibility Guidelines (WCAG) defines requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA. Our digital content is partially conformant with WCAG 2.1 Level AA. Partially conformant means that some parts of the content do not fully conform to this accessibility standard.

## Feedback

We welcome your feedback on the accessibility of our digital content. Please let us know if you encounter accessibility issues by using the [Website Accessibility Feedback Form](#).

If you need assistance accessing a particular program or service, please reach out to OMB's Disability Services Facilitator at (212) 788-6112 or [rallys@omb.nyc.gov](mailto:rallys@omb.nyc.gov)

## Assessment Approach

OMB assesses the accessibility of its digital content through self-evaluation.

## **Appendix B - Notice of Nondiscrimination / Notice of Rights**

The New York City Mayor's Office of Management and Budget's Policies Prohibiting Discrimination Against People with Disabilities in Access to Services. It is the policy of the New York City Mayor's Office of Management and Budget ("OMB") to comply with all applicable laws including, but not limited to the Americans with Disabilities Act ("ADA"), Rehabilitation Act, the New York State Human Rights Law, and the New York City Human Rights Law. OMB does not discriminate on the basis of disability in the operation of its programs, services and activities and strives to be welcoming to and inclusive of people with disabilities.

Employment related complaints for employees and applicants for employment seeking a reasonable accommodation are covered under the City's EEO Policy which can be found at [nyc.gov/assets/dcas/downloads/pdf/agencies/nyc\\_eeo\\_policy.pdf](http://nyc.gov/assets/dcas/downloads/pdf/agencies/nyc_eeo_policy.pdf).

Any member of the public who requires an auxiliary aid or service for effective communication, or a reasonable modification of policies or procedures to participate in our programs, services or activities (involving matters other than employment) is invited to direct their needs and preferences to OMB's Disability Service Facilitator by email, phone or mail:

Spiros Rally  
New York City Mayor's Office of Management and Budget  
255 Greenwich Street, 8th Floor  
New York, NY 10007  
(212) 788-6112  
[rallys@nyc.omb.gov](mailto:rallys@nyc.omb.gov)

Requests should be made as soon as possible but no later than three (3) business days before the scheduled program, service, or activity. Questions, concerns, or requests for additional information may be directed to OMB's Disability Service Facilitator.

If you believe that you have been denied an auxiliary aid or service or a reasonable modification of policies or procedures that you need in order to participate in programs, services or activities provided by OMB please see OMB's grievance procedure below.

## Appendix C - Grievance Procedure

Any member of the public alleging discrimination on the basis of disability in the provision of services by OMB may file a grievance with OMB, which should contain:

- the name, address, telephone number and/or email of the grievant and
- information about the alleged discrimination, such as the location, date, and description of the incident or alleged violation of the ADA, Rehabilitation Act, New York State Human Rights Law, or New York City Human Rights Law.

“Grievance” is the term for the allegation filed with OMB by a member of the public.

“Grievant” is the term for the person alleging discrimination in the grievance.

**Notice:** The following grievance and grievance appeal procedures are for reporting of disability- based discrimination in the provision of services by OMB only.

### When and How to File a Grievance

The grievance should be submitted as soon as possible, but no later than sixty (60) calendar days after the date of the alleged violation to:

Stephanie Baril  
New York City Mayor’s Office of Management and Budget  
255 Greenwich Street, 8th Floor  
New York, NY 10007  
(212) 788-6112  
barils@omb.nyc.gov (Please include “Grievance” in subject line.)

The grievance may be filed in one of two ways:

1. By submitting the grievance in writing by mail or email using the above address; or
2. Upon request, by an alternative means, such as an in-person interview or an audio recording, describing the incident or alleged violation of the ADA, Rehabilitation Act, New York State Human Rights Law, or New York City Human Rights Law. A request for an alternative means of filing may be granted as an accommodation for a grievant with a disability

## **Timeline Following Filing of Grievance**

Within fifteen (15) calendar days after receipt of the grievance, the Disability Service Facilitator or designee will contact the grievant to discuss the grievance and possible resolutions.

Within fifteen (15) calendar days of this contact with the grievant, the Disability Service Facilitator or designee will provide a response in writing. Grievants may request the response in an additional format accessible to them, such as large print, Braille, or audio recording. This response will address the grievance, describe OMB's position, and offer options for substantive resolution of the grievance, where applicable.

## **When and How to File an Appeal**

The grievant may appeal OMB's decision within thirty (30) calendar days of receipt of OMB's response. The appeal should be mailed to:

Jacques Jiha  
New York City Mayor's Office of Management and Budget  
255 Greenwich Street, 6th Floor  
New York, NY 10007

The appeal may be filed in one of two ways:

1. By submitting the appeal in writing and by mail using the above address; or
2. Upon request, by an alternative means, such as an in-person interview or an audio recording, describing the incident or alleged violation of the ADA, Rehabilitation Act, New York State Human Rights Law, or New York City Human Rights Law. A request for an alternative means of filing may be granted as an accommodation for a grievant with a disability.

## **Timeline Following Filing of Appeal**

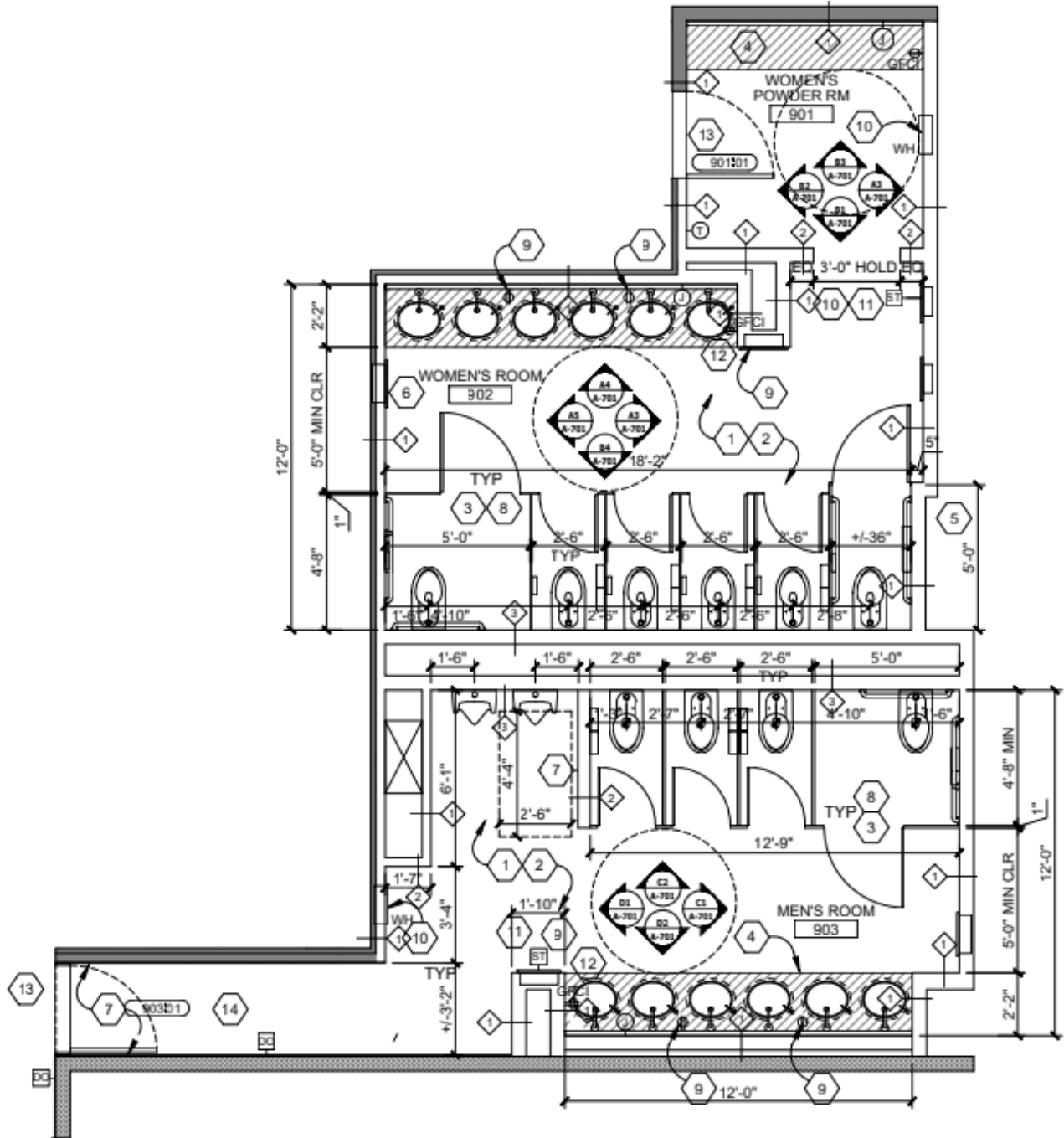
OMB's response to the appeal will be provided to the grievant in writing within sixty (60) days following receipt of the appeal. Grievants may request the response in an additional format accessible to them, such as large print, Braille, or audio recording. This response will address the appeal, describe OMB's decision, and offer options for substantive resolution of the appeal, where applicable. All written grievances, appeals, and responses in connection with a grievance made to OMB will be retained for at least three (3) years.

**Note:** Upon request to the Disability Service Facilitator, this page can be made available in an alternative format.

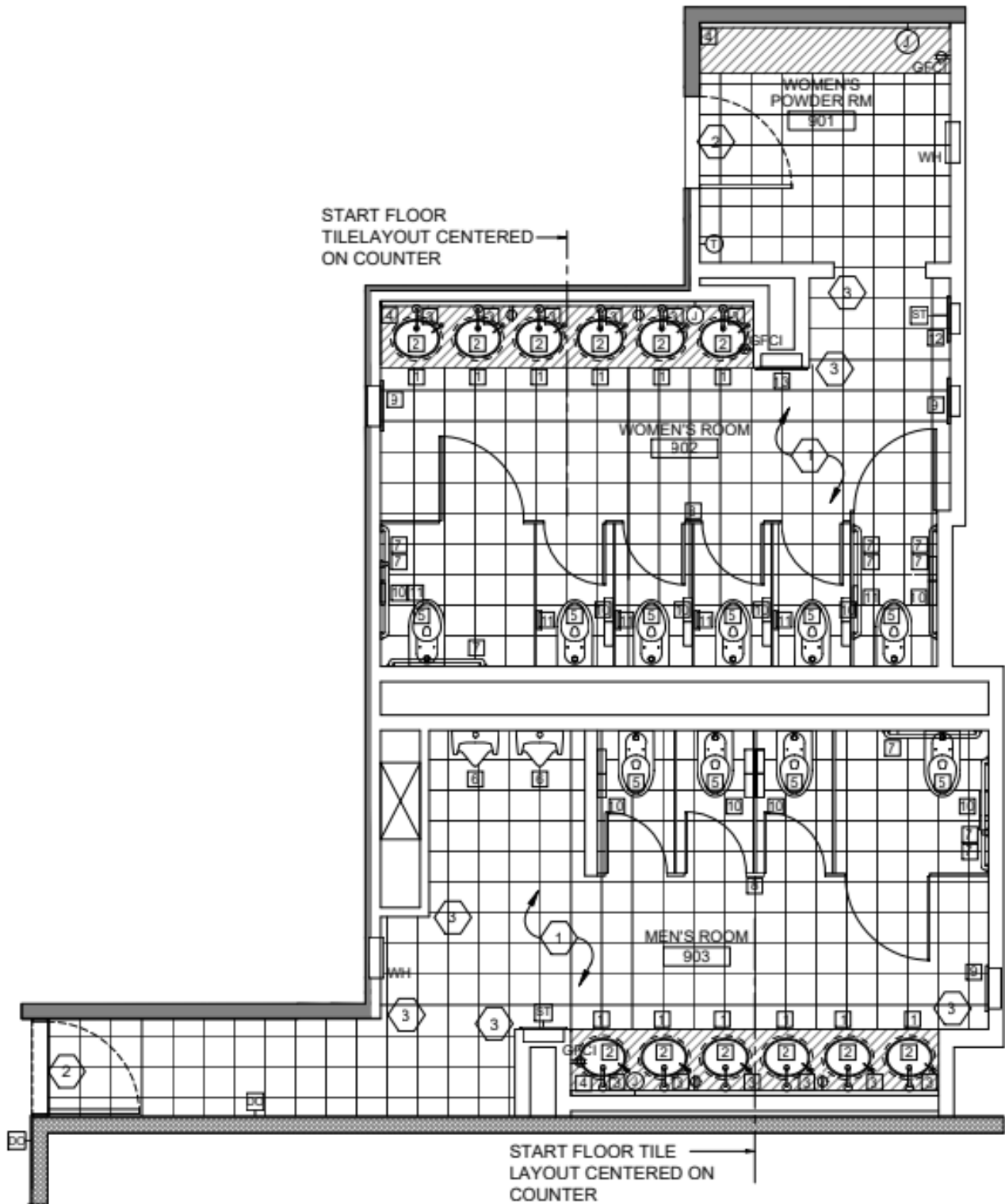


# Appendix D - OMB ADA Compliant Restroom Project Specifications

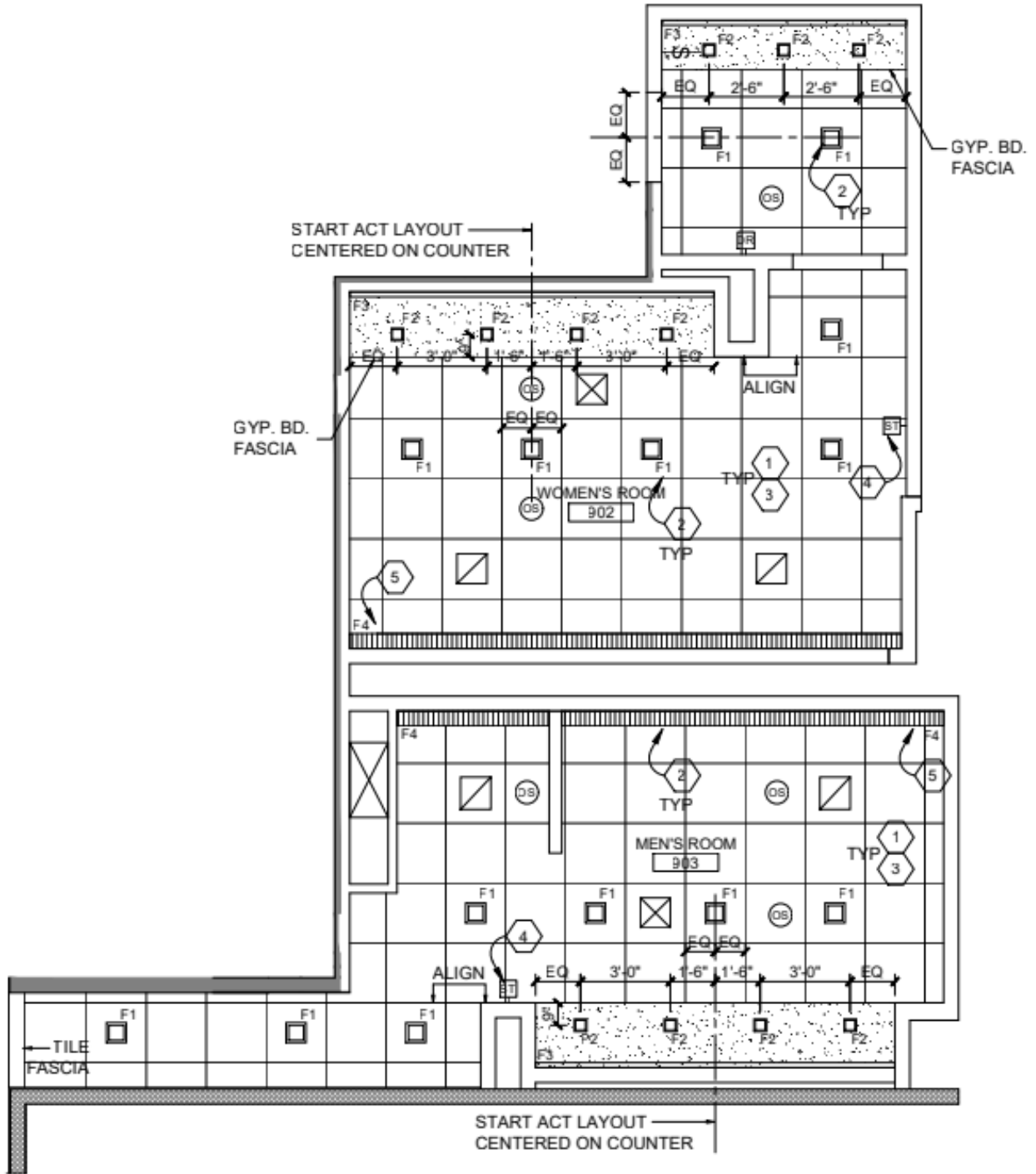
(Estimated April 2024 Completion)



**OMB** MEN'S & WOMEN'S ROOMS CONSTRUCTION PLAN  
 A3 1/4"=1'-0"



**A2** **OMS** MEN'S & WOMEN'S ROOMS FINISH/FIXTURE PLAN  
 1/4"=1'-0"



**OMB** MEN'S & WOMEN'S ROOMS RCP  
 A1 1/4"=1'-0"