

**Office of the  
Staten Island Borough President**



**Local Law 12 of 2023  
5-Year Accessibility Plan Annual  
Progress Report  
2025-2026**

# Office of the Staten Island Borough President Accessibility Progress Report 2025-2026

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## General

Local Law 12 of 2023 (“Local Law 12”), codified as section 23-1004 of the NYC Administrative Code, requires agencies to prepare and publish 5-year accessibility plans using a template provided by the Mayor’s Office for People with Disabilities (MOPD). Proposed plans were required to be published no later than December 31, 2023 and final plans, following a public comment period, were required to be published no later than March 15, 2024.

Local Law 12 further requires agencies to publish an annual report, setting forth the progress they have made towards achieving the goals in their 5-year accessibility plan. These reports must be published on agency websites by May 1 and submitted to MOPD by May 15. The Office of the Borough President, Staten Island (the “**Agency**”) hereby publishes this annual report (the “**Annual Report**”) pursuant to the 5-year Accessibility Plan accepted by MOPD in 2024 (the “**Plan**”).

The Plan outlined goals and achievements the Agency set for May 2026. So far, the Agency continue to make progress on its goals which focus on training, recruitment, and review of our physical environments to ensure inclusivity and access for all as set forth in this Annual Report. The Agency greatly appreciates the feedback that it received on the Plan, and we have done our best to incorporate this feedback into the overall goals moving forward.

1. Under Local Law 27 of 2016 (codified as NYC Admin Code § 23-1002), every city agency is required to appoint a Disability Service Facilitator (DSF) to

coordinate its efforts to comply with and carry out its responsibilities under the ADA and other federal, state, and local laws and regulations concerning accessibility for persons with disabilities. The DSF serves as the primary contact within the Agency for persons with disabilities requesting auxiliary services, coordinate auxiliary services for persons with disabilities, respond to inquiries from members of the public concerning accessibility, develop agency policies and procedures to ensure full programmatic and communication accessibility for persons with disabilities, conduct training for agency staff on disability access issues, provide accessible notices to members of the public advising of them of their rights and the agency's grievance procedures, and document and assist in the investigation of complaints regarding noncompliance with the ADA and other applicable laws.

2. Pursuant to Local Law 27 of 2016 (codified as NYC Admin Code § 23-1002) the name and contact information (including email, mailing address and phone number) of the Agency's Disability Service Facilitator (DSF) is:

Name:	Anthony T. Esposito
Email:	<a href="mailto:accessibility@statenilandusa.com">accessibility@statenilandusa.com</a>
Phone:	718-816-2039
Address:	10 Richmond Terrace, Staten Island, NY 10301

3. The Personnel Office in conjunction with the General Counsel is the office responsible for preparing and updating the Agency's 5-year plan; We welcome feedback on accessibility issues at the accessibility email contact listed above.

A link to the Agency's notice of nondiscrimination / notice of rights, grievance procedure and website accessibility statement is below.

- a. <https://www.statenislandusa.com/>
- b. This is also attached herein as Appendix A

## Mission and Background of Agency

The mission of the Agency is to advocate for the entire Borough of Staten Island and all its residents and represent the Borough's interests within City government.

As a non-mayoral agency, the Agency achieves this mission by remaining committed to the recruitment, development, and retention of a diverse and inclusive workforce. To build a strong team and drive optimal performance on behalf of our constituents on Staten Island, the Agency encourages and values diversity of perspective, experience, and background.

Under Chapter 4 of the New York City Charter, the Agency is mandated to maintain a topographical bureau, recommend capital projects, monitor borough service delivery, establish a budget office, and establish a planning office that will assist in the development of land use and environmental matters. In addition, the Agency is responsible for the development of a strategic policy statement for Staten Island and may conduct public hearings and introduce legislation in the City Council.

The Agency, is made up of less than 40 employees, has made a deliberate effort, via policies and procedures, to promote a diverse work environment where all Agency employees, regardless of race/ethnicity/gender/age, or any other protected Equal Employment Opportunity (EEO) status are treated with the same level of professionalism and respect. The Agency has implemented an open floor plan specifically to promote diversity, equal opportunity, and collaboration.

## Accessibility Statement & Statement of Commitment

The Agency is committed to maintaining a workplace accessible to persons with disabilities.

The Agency through its DSF coordinator will endeavor to find new ways accessibility fits within the Agency's operations and activities both inside and outside of its office as the situation shall dictate.

It is the policy of the Office of the Borough President, Staten Island (the "**Agency**") 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 (NYCHRL). Office of the Borough President, Staten Island does not discriminate on the basis of disability in the operation of its hirings, programs, services and activities.

The Agency expects all managers and supervisors to promote a work environment that is fair, safe, and accessible for all persons with disabilities—and one that regards accessibly, inclusion, and respect for all.

## Progress Report

As Local Law 12 requires the Agency to publish a plan describing the steps it is currently taking and will take over the next 5 years to ensure that the Agency's workplace, services, programs, and activities are accessible to and accommodating and inclusive of persons with disabilities, the following are five (5) areas required to be identified in Section(b)(2) of Local Law 12 (NYC Admin Code § 1004(b)(2):

- Physical Access

As of May 2026:

a. As disclosed in the Plan, the Agency is housed within a DCAS-managed building. Please refer to DCAS's 5-year Accessibility Plan for information on the accessibility of common areas within the building. The Agency's space is primarily comprised of staff offices; however, areas that are open to members of the public are generally accessible to individuals with physical disabilities.

b. The Agency continues to maintain a hands-on and collaborative relationship with DCAS regarding all building-related matters, including those impacting both Agency space and common areas. An assigned Agency DCAS liaison remains in place to facilitate ongoing communication, monitor conditions, and coordinate any necessary improvements related to accessibility, such as enhanced signage or lighting. Although DCAS is responsible for maintaining the building's common areas, the Agency actively monitors overall building conditions to support smooth operations and to help ensure there are no barriers to accessibility. When issues are identified, the Agency promptly notifies DCAS to support timely remediation. Staff are encouraged to be proactive and to contact the Agency liaison

when accessibility or facility-related concerns arise so they may be properly documented and addressed.

By May 2027:

a. The Agency intends to continue strengthening its collaborative relationship with DCAS, including engagement with DCAS management and custodial staff, to support ongoing building operations and accessibility improvements.

b. Additionally, the Agency seeks to be actively included in discussions and planning efforts related to building access and operations. This proactive involvement will help identify and address potential challenges in advance, minimizing disruptions and improving access for both staff and visitors.

- Digital Access

As of May 2026:

a. The Agency has posted a website accessibility statement and continues working to ensure that its website meets applicable standards and improves the accessibility of its digital content, including electronic documents and social media. The Agency remains engaged in ongoing conversations with IT to ensure the website is fully functional and to proactively identify and address any accessibility issues across its website and social media platforms. The Agency has instructed its IT Coordinator to continue working annually with Job Access With Speech (JAWS) software to test and ensure the Agency's website is accessible for individuals who use screen readers. The Agency, through its

DSF Coordinator, continues working with IT to ensure annual testing.

b. The Communications Department continues to ensure videos shared with the public include captioning and that electronic documents shared with the public are accessible, including the use of Alt text for images.

c. The Agency has provided American Sign Language (ASL) interpreters for larger community events when such services are necessary to support effective communication and accessibility.

By May 2027:

a. The Agency's IT Coordinator will continue researching and evaluating additional tools and technologies to enhance website and digital accessibility, and will implement solutions where applicable, such as adaptive text features and alternative contrast options to support individuals with visual impairments.

b. The Agency will look to expand its use of ASL interpreters for community events and public presentations by coordinating with the Communications Department to assess needs and ensure appropriate accommodations are provided.

c. The Agency will continue to post its Accessibility Plan Annual Progress Report each May.

- Programmatic Access

As of May 2026:

a. The Agency is rarely solely responsible for event notices, as events are often held in partnership with other governmental and non-governmental entities. However, the Agency continues to notify outside organizations of their responsibilities when requesting use of the Borough President's Office conference rooms. During the booking process, the Agency's event coordinator informs these parties of their obligations, including providing attendees with contact information for requesting reasonable accommodations and identifying any accessibility features that will be available for the event.

By May 2027:

a. The Agency will continue these practices by ensuring that all outside governmental and non-governmental entities using Agency space are instructed to include required information under Local Law 28 of 2016 in event notices. This includes details on accessibility features provided as a matter of course, as well as clear instructions on how attendees may request reasonable accommodations.

- Effective Communications

As of May 2026:

a. The Agency continues to work toward maintaining mechanisms to provide Communication Access Realtime Translation (CART), American Sign Language (ASL) interpretation, large print, Braille, and other auxiliary aids and

services upon request, as appropriate depending on the nature of the communication being provided.

b. As stated in the Digital Access Section, the Agency via the Communications Department will ensure that videos shared with the public include captioning, and that electronic documents are accessible, including the consistent use of Alt text for images.

c. The Agency's EEO Office, including the DSF, continues to maintain an open-door policy and responds to all inquiries from employees, prospective employees, and members of the public as they are received. This includes requests for reasonable accommodations from individuals with disabilities. All departments continue to work collaboratively to ensure that services, programs, and activities are accessible and inclusive for all constituents, including persons with disabilities.

By May 2027:

a. The Agency will continue to research and evaluate the use and feasibility of providing ASL interpretation and other communication accessibility services for public presentations and events, where appropriate.

- Workplace Inclusion

As of May 2026:

a. All employees and prospective employees continue to be provided with equal employment opportunities regardless of protected category. Prospective employees are encouraged to apply to all open positions and are informed of their right to request reasonable accommodations at any stage of the application and interview process.

b. The EEO Office continues to ensure that all employees receive the City's Equal Employment Opportunity Policy, along with information regarding the reasonable accommodation process and the complaint process. This information is reinforced on an ongoing basis. The EEO Office maintains an open-door policy and continues to respond to all inquiries from employees, prospective employees, and members of the public as they are received.

c. The Agency continues to promote and encourage staff participation in DCAS Accessibility trainings available through the NYCity Learn portal. The Agency also continues to work in coordination with MOPD to support access to Disability Etiquette and Awareness training for Agency staff, as applicable.

By May 2027:

a. The Agency DSF will ensure continued access to the Agency's Accessibility Statement and 5-Year Plan by maintaining availability on all employee desktops through the shared Agency drive. The DSF will continue to distribute periodic Accessibility email reminders to all staff.

b. The Agency will continue to utilize NYCity Learn for all relevant accessibility, EEO, and disability-related trainings available to staff, including DCAS Accessibility training modules.

c. The Agency's annual EEO Plan will be reviewed to determine whether relevant updates, initiatives, or best practices can be incorporated into the next Accessibility Plan progress report.

## Consultations and Feedback

Externally, we will continue to consult with organizations such as JAWS to provide feedback on website accessibility and with NYC Agencies such as DCAS on the building accessibility. Internally the Agency DSF will continue to work with in collaboration with Management, MOPD, and the various departments for accessibility improvement. An electronic version (that is compatible with assistive technology) of the Plan and this Annual Report can be downloaded from our website.

## Conclusion

Pursuant to the Agency's responsibilities under city, state, and federal laws, the Agency is committed to making reasonable accommodations for applicants, employees, and program participants with disabilities. The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability.

Further the Agency is continuing to conduct self-evaluations in one or more of the areas set forth in the Local Law 12 to achieve the goals set forth in this Plan. The Agency strives to ensure that persons with disabilities are included and can participate effectively in government functions. The Agency welcomes and appreciates any feedback it receives and will consider it in our future accessibility goals.

## Appendix A

### **AGENCY’S NOTICE OF NONDISCRIMINATION / NOTICE OF RIGHTS**

#### OFFICE OF THE BOROUGH PRESIDENT, STATEN ISLAND (THE “AGENCY”) POLICIES PROHIBITING DISCRIMINATION AGAINST PEOPLE WITH DISABILITIES IN ACCESS TO CITY SERVICES

It is the policy of Office of the Borough President, Staten Island 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. Office of the Borough President, Staten Island does not discriminate on the basis of disability in the operation of its programs, services and activities.

Employment related complaints for employees and applicants for employment seeking a reasonable accommodation are covered under the City’s Diversity, Local Law 12, and EEO Policy which can be found at <http://www.nyc.gov/html/dcas/html/about/eo.shtml>.

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

Disability Service Facilitator  
Anthony T. Esposito  
10 Richmond Terrace  
Staten Island, NY 10301  
(p) 718-816-2039 | (e) [accessibility@statenilandusa.com](mailto:accessibility@statenilandusa.com)  
TTY: 212-504-4115 NYC 311 TTY Number  
New York Relay Service 711

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 Anthony Esposito, Facilitator.

If you believe that you have been denied an auxiliary aide or service or a reasonable modification of policies or procedures in order to participate in programs, services or activities provided by Office of the Borough President, Staten Island please see Office of the Borough President, Staten Island grievance procedure.

## **AGENCY'S GRIEVANCE PROCEDURE**

### OFFICE OF THE BOROUGH PRESIDENT, STATEN ISLAND GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITY ACT, THE REHABILITATION ACT AND STATE AND CITY HUMAN RIGHTS LAWS IN ACCESS TO CITY SERVICES

This grievance procedure may be used by any member of the public who wishes to file a grievance alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the Office of the Borough President. Employment related complaints for employees and applicants for employment seeking a reasonable accommodation are covered under the City's Diversity and EEO Policy which can be found at <http://www.nyc.gov/html/dcas/html/about/eoo.shtml>.

The grievance should be in writing and contain information about the alleged discrimination such as the name, address, and telephone number of the grievant, as well as the location, date, and description of the complaint or alleged violation of the ADA, the Rehabilitation Act, the New York State Human Rights Law or the New York City Human Rights Law. Examples of discrimination include, but are not limited to an agency refusing to provide an American Sign Language interpreter, large print or Braille documents and real time captioning also known as computer-assisted real-time transcription (CART) when requested within a reasonable time frame or failing to provide adequate information regarding accessibility for people with disabilities at Office of the Borough President hosted public events.

Alternative means of filing grievances, such as in-person interviews or an audio recording of the grievance, may be made available, as needed, to persons with disabilities upon request.

The grievance should be submitted as soon as possible but no later than sixty (60) calendar days after the date of the alleged violation of the ADA, the Rehabilitation Act, the New York State Human Rights Law or the New York City Human Rights Law to:

Disability Service Facilitator  
Anthony T. Esposito  
10 Richmond Terrace  
Staten Island, NY 10301  
(p) 718-816-2139 | (e) [accessibility@statenilandusa.com](mailto:accessibility@statenilandusa.com)  
TTY: 212-504-4115 NYC 311 TTY Number  
New York Relay Service 711

Within thirty (15) calendar days after receipt of the grievance, the facilitator or his or her designee will contact the grievant to discuss the grievance and any possible resolutions.

Within fifteen (15) calendar days of this contact with the grievant, the facilitator or his or her designee will respond to the grievance in writing or, where appropriate, in a format accessible to the grievant, such as large print, Braille, or audio recording. This response will explain Office of the Borough President's position and offer options for substantive resolution of the grievance, where applicable.

The grievant or the grievant's designee may appeal the decision by the facilitator or his or her designee within thirty (30) calendar days of receipt of the response by mail to:

Borough President Vito Fossella  
Office of Staten Island Borough President Vito Fossella  
10 Richmond Terrace  
Staten Island, NY 10301

The appeal should be submitted in writing. Alternative means of filing an appeal, such as an in-person interview or an audio recording of the grievance, may be made available for persons with disabilities upon request.

Office of the Borough President, Staten Island's response to the appeal will be provided to the grievant within sixty (60) days following receipt of the request for the appeal. All responses by the Office of the Borough President, Staten Island will be in writing or, where appropriate, in a format accessible to the grievant. All written grievances, appeals, and responses received in connection with a grievance made to Office of the Borough President, Staten Island, will be retained for at least three (3) years. This document is available in alternative formats, including large print, audio recording, and Braille, from the facilitator upon request.

## **AGENCY'S WEBSITE ACCESSIBILITY STATEMENT**

### **Staten Island Borough President Website Accessibility Statement**

The Office of The Staten Island Borough President 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**

If you need assistance accessing a particular program or service, please reach out to the Office of The Staten Island Borough President's Disability Services Facilitator at [accessibility@statenisdusa.com](mailto:accessibility@statenisdusa.com).

## **Assessment Approach**

The Office of The Staten Island Borough President assesses the accessibility of its digital content through self-evaluation.

## **Date**

This statement was created on 12/19/2023; revised 4/30/2026.