



Local Law 12 of 2023
Accessibility Progress Report
(2024 - 2025)

Table of Contents

Table of Contents	2
General	3
Statement of Commitment.....	4
Disability Service Facilitator (“DSF”) and Other Key Accessibility Information.....	4
Feedback Process.....	5
Progress Report	7
Physical Access.....	7
Programmatic Access.....	9
Effective Communications	9
Workplace Inclusion	10
Consultations and Feedback.....	11
Conclusion	12

General

The New York City Mayor's Office of Management and Budget ("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 2024, 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.

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.

The purpose of this document is to report on progress made thus far in implementing [OMB's March 15, 2024 5-year Accessibility Plan](#). This is OMB's first annual progress report.

Significant progress has been made since the March 15, 2024 release of OMB's 5-year Accessibility Plan that includes the renovation of all restrooms located on floors 6-9 at the 255 Greenwich Street office location in order to achieve ADA compliance.

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 [OMB website](#) in compliance with Local Law 12.

Statement of Commitment

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.

Disability Service Facilitator ("DSF") and Other Key Accessibility 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
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.

OMB's Personnel Management and Administration unit ("PMA"), in coordination with the EEO Office ("EEO") and Information Systems ("IS"), are the main units responsible for updating the agency's Accessibility Plan. The main contact person is:

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

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.

Feedback Process

OMB welcomes feedback from both internal staff and the public regarding accessibility issues. Feedback can be anonymous if submitted via the agency's [contact form](#) and no name or contact information is included.

Employment related complaints for employees and applicants for employment seeking a reasonable accommodation are covered under the [NYC's Equal Employment Opportunity Policy \(EEO Policy\)](#).

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

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 [OMB website](#) in compliance with Local Law 12.

OMB's Digital Inclusion Officer (DIO) is:

Kara Randazzo

New York City Mayor's Office of Management and Budget

255 Greenwich Street, 8th Floor

New York, NY 10007

randazzokara@omb.nyc.gov

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.

Anyone that believes they have been denied an auxiliary aid or service or a reasonable modification of policies or procedures needed to participate in programs, services or activities provided by OMB can refer to the following 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.

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:

Fayola Alibey

New York City Mayor’s Office of Management and Budget

255 Greenwich Street, 7th Floor

New York, NY 10007

(212) 788-6388

alibeyf@omb.nyc.gov

(Please include “Grievance” in subject line.)

Progress Report

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.

Over the past year, OMB has implemented several physical access improvements, including:

1. Restrooms: Completed renovations on floors 6 - 9 to ensure that all restrooms are ADA compliant. The public restroom located on the 5th floor was recently updated and is ADA compliant. Updates to the restrooms included 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. Bannisters have been installed at the 8th floor entrance. Bannisters for the 6th and 7th floor entrances will be installed before the end of 2026.
 - ADA compliant ramps are available on the 6th, 7th, 8th and 9th floors.
 3. Evacuation Planning: OMB's evacuation plan was updated to include provisions for assistance to staff with disabilities.

Digital Access

OMB continues 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 [OMB's Accessibility webpage](#) in compliance with Local Law 12.

Over the past year, OMB has implemented the following digital access improvements, including:

1. Alt text is available on OMB's website
2. OMB's agency website embeds videos from the Mayor's YouTube channel with auto captions
3. Captions for all on-line video meetings, provided by a 3rd party service, are available on OMB's Authority websites (TFA, NYW, HYIC)
4. OMB's Learning and Development team is now assisting with training as needed
5. DIO participation in MOPD's DIO training series
6. Audit and review of website and digital assets with MOPD.

Programmatic Access

Accessibility and inclusion of people with disabilities is integrated 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.

Over the past year, OMB has implemented the following:

1. Ensure physical access to spaces used for trainings and events.
2. Available 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. New employees are required to complete DCAS's Disability Etiquette and Awareness training within 30 days of employment and current employees, who have not completed the training, must complete the training within one year.

Effective Communications

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.

Over the past year, OMB has implemented the following to ensure that its communications are effective and accessible to all:

1. Following 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

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. Over the past year, OMB has taken the following actions to strengthen its workplace inclusion efforts:

1. Reasonable accommodations are available to job candidates upon request.
2. New hires are reminded that reasonable accommodations are available.
3. Employees are 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., is available on the agency's intranet and updated on a consistent basis.
5. Additional information on policies and programming relating to people with disabilities is provided to all staff, when available.
6. OMB incorporated the City's EEO Policy into the OMB Employee Handbook.
7. OMB reviews and assesses internal policies and procedures to ensure accessibility issues are considered with respect to its employees.
8. OMB ensures 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 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.

Consultations and Feedback

Although OMB did not receive any feedback from the public regarding the published 5-year Accessibility Plan, we did consult with staff and other stakeholders regarding accessibility at our agency and incorporated this feedback in our plan published by March 15, 2024.

Conclusion

OMB affirms its dedication to fostering accessibility and inclusion and continuing to be ADA compliant.

Over the course of the next year, OMB's focus will be:

1. Evaluating Listening Systems

- Investigate the feasibility of installing assistive listening systems in the 8th floor interview room and main conference room.
- This study is expected to be complete before the end of March 2026.

2. Additional Braille Signage

- Install additional braille signage in key locations where there is directional signage. This should be complete before the end of March 2026.

3. Digital

- Continue to strive to meet the Web Content Accessibility Guidelines 2.1 Level AA for both our internal and public facing websites.

In addition, OMB's 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.

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 cultivate an internal work force that is diverse and inclusive.

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.