



# **NYC Campaign Finance Board Accessibility Progress Report 2025-2026**

General .....	2
Disability Service Facilitator and Other Key Accessibility Information.....	3
Progress Report .....	4
Physical Access .....	4
Digital Access .....	4
Programmatic Access .....	5
Effective Communications .....	6
Workplace Inclusion .....	7
Consultations and Feedback.....	8
Conclusion .....	8

## General

The Campaign Finance Board (CFB) is a nonpartisan, independent city agency that empowers New Yorkers to have a greater impact on their elections. The CFB's mission is to make local democracy more open, transparent, and equitable by removing barriers to participation. The CFB makes it easier for New Yorkers to vote, meaningfully support candidates for city office, and run for office themselves. The CFB is responsible for:

- NYC Votes, a voter engagement initiative that meets people where they are to share trustworthy election information and help New Yorkers make a plan to vote.
- Publishing the citywide Voter Guide, which delivers information about candidates directly to voters' doors.
- The Matching Funds Program, which helps small contributions make a big difference by allowing candidates to run for office with support from everyday New Yorkers, not just wealthy donors and special interests.

This is the second progress report for the CFB's Five-Year Accessibility Plan.

- Since the last progress report, the CFB has acquired additional office space on the 20th floor of 100 Church Street to accommodate the growing workforce. The CFB's Support and Logistics team incorporated accessibility considerations into the project planning and will assess the completed space to ensure compliance.
- The CFB has made progress on the digital inclusion goals in the plan by beginning an accessibility audit of our main public-facing website, [www.nyccfb.info](http://www.nyccfb.info).
- The CFB has developed employee training to help staff understand accessibility guidelines and have incorporated audio description into agency advertising and informational videos. This work aligns with existing guidance and resources from the Mayor's Office for People with Disabilities (MOPD). The CFB is also developing agency policies to document procedures for reviewing and approving accessible content.
- The CFB's outreach program provides accessible materials and experiences in multiple formats. This includes securing a braille and large-print vendor for the voter guides, sharing clear public messaging about how to request accommodations in compliance with Local Law 28 of 2016, and making public meetings more inclusive through descriptive messaging, transcripts, Communication Access Real-time Translation (CART), interpretation, and captions.
- As a step toward workplace inclusion, the CFB's Disability Resource Group (D-RG), leads disability-focused programming and supports employees with disabilities and their allies.

- To supplement hiring initiatives, the CFB works with a vendor to share job postings with State Vocational Rehabilitation agencies and organizations that help people with disabilities find employment.

## **Statement of Commitment**

The CFB is committed to ensuring that digital content and assets, programs, training materials, physical spaces, and campaign services are accessible to all. The agency recognizes the importance of complying with the Americans with Disabilities Act (ADA), Web Content Accessibility Guidelines (WCAG), and other applicable accessibility standards. The CFB also aims to go beyond baseline requirements to better serve New York City's diverse communities.

Accessibility remains central to the CFB's work over the next five years. The CFB will continue to conduct accessibility audits, seek and respond to feedback through the Website Accessibility Feedback Form, and identify opportunities to reduce barriers across CFB programs and services. This work reflects an ongoing commitment to improving digital access, communication access, and programmatic access for everyone who interacts with the CFB

Agency-wide training will also remain an important part of this work. Through training, employees will continue to learn about accessibility standards, best practices, and the steps the CFB is taking to meet and maintain those standards.

## **Disability Service Facilitator and Other Key Accessibility Information**

Name and contact information of Disability Service Facilitator (DSF):

- Janey Gemmell, 646-906-4070, [access@nyccfb.info](mailto:access@nyccfb.info)

Helpful Links:

- Accessibility Statement: <https://www.nyccfb.info/cfb-accessibility>
- Notice of Non-Discrimination: <https://www.nyccfb.info/media/2100/notice-of-non-discrimination-final-cfb.pdf>
- Language Access Plan: <https://www.nyccfb.info/PDF/about/language-access-implementation-plan-2024.pdf>

## **Feedback Process**

The CFB welcomes feedback on the accessibility of our digital content. Please let us know if you encounter accessibility issues by using the Website Accessibility Feedback Form at <https://www.nyc.gov/nyc-resources/website-accessibility-feedback-form.page>.

If you need assistance accessing a particular program or service, please reach out to the NYC Campaign Finance Board's Disability Services Facilitator at (646)-906-4070 or [access@nyccfb.info](mailto:access@nyccfb.info).

## **Progress Report**

### Physical Access

As of May 2026, the CFB has:

- Acquired an additional office space at 100 Church Street on the 20<sup>th</sup> Floor with considerations for accessibility built into the project.
- Improved the 20<sup>th</sup> Floor workspace allowing for clear walkways, wheelchair compatible desk spaces, and an increased number of accessible spaces employees can book.
- Installed new push buttons on all doors to the office on the 12<sup>th</sup> floor.

By May 2027, the CFB will:

- Continue to evaluate our spaces to account for accessibility and security.
- Engage stakeholders and vendors to install hearing loops in publicly available spaces.
- Conduct an accessibility audit of the 20<sup>th</sup> Floor workspace.

### Digital Access

As of May 2026, the CFB has:

- Initiated an audit of the accessibility of agency public-facing websites to be compliant with WCAG 2.2 Level AA standards.
- Made employees who create digital content aware of laws and standards relating to digital accessibility relevant to the content they create (WCAG 2.2 Level AA, Local Law 26 of 2016, ADA, Section 508, etc.) through training and sharing of accessibility requirements.
- Created training and programs for employees on how to make digital content accessible and apply accessibility standards to their everyday work.

- Trained the Marketing team on accessible content creation on track with Title II of the Americans with Disabilities Act.
- Incorporated audio description into publicly viewable content.
- Engaged contractors with disabilities to test the accessibility of CFB content, including people who are blind or have low vision, people who are Deaf or hard of hearing, and people with physical disabilities that limit their ability to use a mouse.
- Began working with the Legal team to incorporate accessibility standards into procurement guidelines and purchasing requirements for new contracts.

By May 2027, the CFB will:

- Complete an audit of internal applications and tools (including those that are web-based) for compliance with the W3C's Web Content Accessibility Guidelines 2.2 Level AA.
- Create guidelines to ensure the CFB's digital assets and electronic resources are compliant with Title II of the Americans with Disabilities Act (ADA).
- Continue to provide meaningful alternative text descriptions for all social media images using each platform's built-in alt text feature. Alt text should describe the information and purpose of the image and should not be generic or AI-generated.
- Include closed captioning or embedded captions on videos. Captions should be reviewed for accuracy, not solely auto-generated, and should identify speakers and significant background sounds.
- Establish a review process to check that CFB purchased digital products and services are accessible to New Yorkers with disabilities.
- Finalize policies and procedures to ensure that contracts the CFB procures provide specific standards and expectations around accessibility.

### Programmatic Access

As of May 2026, the CFB has:

- Provided all publicly distributed materials in Braille and large print.
- Created a mechanism for program participants and partners to request accessible resources and collect feedback on CFB provided resources.
- Partnered with the Campaign Affairs division to create a policy for creation of accessible materials and interfaces for people who interact with the Matching Funds Program.
- Continued to ensure all voter education materials are produced through a variety of accessible platforms and mediums.

- Provided American Sign Language (ASL) interpretation for Post-Election Board/VAAC hearings, the debates program, and Candidate Statements.

By May 2027 the CFB will:

- Continue to audit programmatic access across the Matching Funds Program, voter education work, and outreach programs.
- Regularly survey program participants to determine what, if any, accommodations would be helpful for them to improve their experience.
- Internally ensure voter education and outreach materials are produced in a variety of accessible mediums including, but not limited to, Braille, large print and ASL, and ensure accessible digital content is comprehensive.
- Continue to ensure all voter education materials are written in plain language and presented in readable formats.
- Create a process for voter materials to be translated into ASL.

### Effective Communications

As of May 2026, the CFB has:

- Set performance expectations and key responsibilities for CFB employees so they can be accountable for accessibility as part of their regular duties.
- Communicated ways for employees to reach out regarding accessibility and accommodations.
- Provided verbal descriptions to help people with low to no vision for internal and external events.
- Updated CFB promotional materials for public events (social media, flyers, invitations, etc.) to comply with Local Law 28 of 2016.
- Added audio description to CFB video resources.
- Ensured all agency-wide Staff Meetings are transcribed, recorded, and captioned.
- Ensured all agencywide presentations and meetings are transcribed, recorded, and captioned.
- Provided ASL interpretation and CART for CFB's All-Partners Calls.

By May 2027, the CFB will:

- Audit CFB promotional materials for public events, including social media posts, flyers, and invitations, to ensure they comply with Local Law 28 of 2016 by clearly explaining available accommodations and how to request additional accommodations.

- Distribute general guidelines for accessible meetings so employees have a consistent accessibility standard to follow.
- Continue to assess accessibility strengths and weaknesses with agency department leads to create opportunities for improvement.
- Communicate the expectation that employees are expected to attend accessibility education opportunities and complete disability etiquette virtual training.
- Work with CFB teams to include ASL and Deaf-Blind interpretation in videos, either built into the original video through video-in-video or provided as a separate linked version.
- Provide employees with information about when companions of program participants have a right to auxiliary aids and services.
- Provide a communication card to aid in-person interactions with people who are D/deaf or hard of hearing.

### Workplace Inclusion

As of May 2026, the CFB has:

- Established an agencywide definition of accessibility: “We define accessibility as the practice of ensuring that people with disabilities have equitable access to spaces, information, programs, services, and opportunities.”
- Publicly posted a hiring policy that accounts for accessibility in the hiring process.
- Created an employee resource group focused on accessibility and the experience of people with disabilities called Disability Resource Group (D-RG). They lead disability-focused events, support employees with disabilities, and educate the CFB community on allyship for people with disabilities.
- Engaged directly with the disability community by participating in the annual Disability Pride Festival and representing the community at related events.
- Incorporated accessibility into the performance evaluations and key results of all CFB employees.
- Engaged with a vendor to share job postings with State Vocational Rehabilitation (VR) agencies and other organizations that work with people with disabilities, such as CUNY LEADS, Job Path, etc.
- Engaged with the People & Engagement team to offer a publicly available policy on the accessibility of agency hiring practices.
- Further refined the process for employees who require accessible services, accommodations, and assistive technologies so accommodations are delivered in a timely and effective manner.

By May 2027, the CFB will:

- Continue engagement with the disability community and create disability-focused programming.
- Distribute a documented process for employees to arrange assistive aids and services.
- Continue to evaluate policies and practices for accessibility and efficiency.
- The accessibility specialist will continue to work with MOPD on the enforcement of citywide accessibility standards.
- The accessibility specialist will continue to respond to accessibility and guidance requests from employees and the public.

### **Consultations and Feedback**

1. When the CFB acquired the 20<sup>th</sup> Floor at 100 Church Street, the Support and Logistics team made sure accessibility was considered in the renovation plans and equipment procurement plans.
2. The CFB's productivity software presented accessibility issues for users with low vision because some content was cut off when screen magnification was used. As a result, some employees had to ask others to complete tasks in the software because they could not fully perceive the content. The CFB surfaced this with the vendor so we can work together on an effective solution to give all employees the ability to work independently and effectively.
3. The CFB works to ensure that employees can access the workplace and participate in in-office events by assessing the accessibility of our open spaces, offering walkthroughs of event spaces ahead of time, and offering accommodations for those who may need assistance in crowded spaces. The CFB also offer spaces for those who may need a quiet, low light space when we have large staff events.
4. The CFB continues to provide reasonable accommodations for members of the public and candidates who request them for C-SMART trainings, Board Meetings, and VAAC Meetings. A popular request for accommodations has been for CART and ASL interpretation services for trainings and public forums, which we are glad to provide for all CFB-sponsored events.

### **Conclusion**

The CFB has two main missions: administration of the Matching Funds Program and voter education and outreach. The CFB recognizes the sustained work required to create equitable experiences for people of all abilities. The CFB will continue to make progress not only in digital accessibility, but across all areas of access that affect CFB employees, the public, and current and future candidates. The CFB's accessibility specialist has broken down the agency's five-year plan into monthly and yearly milestones to support the

production and tracking of annual progress reports. The CFB will continue to meet accessibility expectations efficiently and hold itself accountable to a high standard.