

**Office of the Brooklyn Borough President
Antonio Reynoso**



**Proposed Local Law 12 of 2023
Five Year Accessibility Plan**

Table of Contents

I. General	3
II. Agency Mission and Background	4
III. Executive Summary	10
IV. Accessibility Statement	10
V. Agency Plan	11
A. Physical Access	11
B. Digital Access	13
C. Programmatic Access	14
D. Effective Communications	16
E. Workplace Inclusion	17
VI. Training	18
VII. Methodology	18
VIII. Glossary	21

I. General

Local Law 12 requires each 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, accommodating and inclusive of persons with disabilities. The Law contemplates five specific areas identified in section (b)(2) of Local Law 12 (NYC Admin Code § 1004(b)(2)): physical access, digital access, programmatic access, effective communications, and workplace.

This plan embodies Borough President Reynoso's ("the BP") commitment to justice and equity to give all Brooklynites the opportunity to thrive and succeed. The Office of Brooklyn Borough President Antonio Reynoso ("OBBP") demonstrates its commitment to inclusion and diversity through endeavors like the Comprehensive Plan for Brooklyn. Borough President Reynoso and his team strive to ensure that persons living with disabilities are included and can participate effectively in government functions.

The Office of Equal Employment Opportunity ("the EEO Office") has prepared this Five-Year Accessibility Plan. This plan will be implemented from 2024-2028. The EEO Office will be responsible for updating and implementing the plan every five years.

Pursuant to Local Law 27 of 2016, every City agency must designate a Disability Service Facilitator (“DSF”) who is responsible for coordinating efforts to comply with the ADA and other federal, state, and local laws and regulations. The OBBP Disability Service Facilitator is:

Corina Lozada

209 Joralemon Street, Brooklyn NY 11201

Phone: 718-802-3883

corina.lozada@brooklynbp.nyc.gov

The OBBP Accessibility Statement is located on the [OBBP website](#).

II. Agency Mission and Background

The Office of Brooklyn Borough President Antonio Reynoso (“OBBP”) serves more than 2.73 million people who live in Brooklyn, who represent over 100 countries and speak over 150 languages. As a proud representative of Brooklyn, Borough President Reynoso (“the BP”) intends to guide the growth and development of Brooklyn in an effort to solve the disparities and inequities that we see across the borough in the hopes of creating a Brooklyn for all. Borough President Reynoso’s vision is to live and evolve with the hopes and needs of the people of Brooklyn and has made efforts to do so in his first two years in office by way of the Maternal Health Task Force and the Comprehensive Plan for Brooklyn. Borough

President Reynoso is backed by a dynamic team that are as passionate to serve Brooklyn and its constituents as the Borough President. Each department works collaboratively to

[The Budget Department](#) supports the borough by executing the Borough President's charter mandated duty of allocating capital budget across Brooklyn projects to make improvements to parks, streets, schools, hospitals, economic development and affordable housing projects, cultural institutions, and other nonprofit organizations across the borough. The Department also oversees the Borough President's expense budget, including the processing of discretionary grants to non-profit groups across the borough.

[The Communications Department](#) supports Borough President Reynoso and his administration's priorities by developing and executing comprehensive communications strategies and materials. Whether by designing materials about Borough President Reynoso's historic comprehensive plan for Brooklyn or developing messaging about critical issues in the borough, the Communications Department ensures that members of the public and media are aware of how Borough President Reynoso is meeting Brooklynites' needs. In addition to providing executive

support, the department provides support to other departments across Borough Hall.

[The Community Affairs Department](#) implements community engagement borough wide by coordinating workshops and events in towards providing services and information to all Brooklynites. In addition, the unit responds to meeting requests from residents and Community Based Organizations who wish to inform the office about local issues, advocate on platforms or new initiatives, or collaborate on providing services to the borough. The unit also conducts outreach on the activities and work of the office following the guidance of the Borough President's Comprehensive Plan.

[The Community Boards Department](#) assists the Borough President in supporting Brooklyn's 18 community boards. Primarily the unit recruits Brooklynites to apply to join one of the borough's 18 community boards, administers the annual appointment process of 450 members and coordinates member training and workshops. Each month the unit convenes an interagency Borough Service Cabinet meeting which reviews Brooklyn's service needs and the Borough Board meetings composed of the city council delegation and community board chairpersons which may review and make recommendations on matters affecting the borough.

[The Constituent Services Center](#) acts as a conduit and advocate for all residents of the borough. Our office will advocate, refer, or correspond with various City, State, federal or Community Based Organizations on behalf of all Brooklyn community members.

[Executive Team](#) provides leadership, supervisory, and operational oversight to ensure that the Office of the Brooklyn Borough President is advancing BP Reynoso's priorities to secure a better Brooklyn for all.

[Executive Support Staff](#) provide critical administrative support to ensure that the Brooklyn Borough President and Executive Team members are equipped to carry out their roles on a daily basis.

[The Human Resources Department](#) assists the Borough President in ensuring all compliances regarding personnel are met. This is done through ensuring proper payroll and timekeeping procedures, recruitment, hiring and separations. The unit must oversee proper civil service procedures are maintained, this includes yearly performance evaluations, probation notices, and the creation of employee tasks and standards. Overall, the unit is responsible for assisting the agency in everything from their benefits to the daily aspects of their jobs.

[Intergovernmental Affairs](#) is responsible for coordinating with external stakeholders, including but not limited to elected officials, government

agencies, and community organizations in the efforts to collaborate and align OBBP efforts and priorities to achieve the best possible outcomes for Brooklynites and the City at large.

[The Legislative Department](#) works with partners in the New York City Council to develop and manage the Borough President's legislative agenda. The department also handles the BP's response to the City's budget and works closely with the Policy and Land Use teams on related policy areas, including housing, climate and environmental justice, transportation, and economic development.

[The Operations Department](#) serves as the backbone of Brooklyn Borough Hall, diligently overseeing building functions and providing technical support across departments and community boards. The department's commitment extends to procurement management, ensuring meticulous oversight of all purchases while maintaining comprehensive compliance. The department takes immense pride in being the integral foundation of Brooklyn Borough Hall's operational excellence.

[The Policy Department](#) focuses on understanding the needs and issues impacting the residents of Brooklyn to identify thoughtful solutions operationalized in the form of programming, legislation, and funding opportunities. From working with stakeholders through taskforces, working

groups, and Community Education Councils, among other groups, our team devises policy solutions in the areas of public health, safety, maternal health, education and more. In doing so, we also collaborate closely with other local legislators, agencies, and community groups.

[The Programs Department](#) initiates and executes programming to help Brooklyn constituents by providing services that supports, enriches and benefits all communities with partnerships that include, Disability Pride, free tax prep, free summer jazz concerts, the Brooklyn Book Festival, Adopt-A-Shelter Animal, Thanksgiving distribution and more.

[The Land Use Department and Topographical Bureau](#) are responsible for carrying out the Borough President's Charter mandates to review and make recommendations on applications moving through the City's Uniform Land Use Review Procedure (ULURP) process, maintain the City Map for the Borough of Brooklyn and assign and maintain a record of street addresses through the Office's Topographical Bureau. The Land Use Division also advises the Borough President on land use matters as they relate to the Borough President's policy and program initiatives, engages in comprehensive planning for the Borough, and provides technical support to Community Boards regarding land use issues and the public review process.

III. Executive Summary

Brooklyn represents a conglomerate of multiracial and multiethnic groups that continues to grow and become more diverse with the passage of time. Borough President Reynoso has envisioned a Borough Hall that is both an equitable workplace as well as one that reflects the diversity of our borough. As such, the Office of the Brooklyn Borough President Antonio Reynoso (“OBBP”) proposes the following five-year accessibility plan, pursuant to Local Law 12 of 2023, §23-1004 of the New York City Administrative Code, and the Mayor’s Office for People with Disabilities which outlines the steps OBBP will be taking over the next five years to ensure accessibility and inclusivity for persons living with disabilities in its workplace, services, programs and activities, as well as planned and/or ongoing projects that are related to the improvement of the physical, digital, program access, and effective communication for persons living with disabilities.

IV. Accessibility Statement

Brooklyn Borough President Antonio Reynoso places justice and equity at the forefront of his advocacy and representation of Brooklyn. In compliance with the passage of Local Law 12 in 2023, OBBP will continue its efforts for more inclusivity and accessibility in its workplace, services,

programs, and activities, specifically improving physical access, digital access, programmatic access, effective communication, as well as workplace inclusion.

V. Agency Plan

Local Law 12 requires each 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 Law contemplates five specific areas identified in section (b)(2) of Local Law 12 (NYC Admin Code § 1004(b)(2)):

A. Physical Access

Brooklyn Borough Hall is a City-owned landmark building that is administered and operated by DCAS. As such, DCAS is responsible for common areas in the 55 City-owned buildings within its [portfolio](#). Agencies are responsible to assess common areas in the leased spaces listed above and will work with landlords to address the findings of those assessments. OBBP is responsible for the agency demised areas (the offices themselves). Pursuant to DCAS's proposed plan, DCAS has several construction projects planned and in progress over the next five years that will include accessibility upgrades to our facilities, including wheelchair lift

replacements, restroom upgrades, elevator upgrades, and other building renovations that will make our spaces ADA-compliant. See DCAS's proposed plan, for more information on the common areas of the City-owned buildings.

OBBP's main entrance for visitors (located on the Adams Street side of the building) is ADA accessible and allows persons with disabilities to gain access to the building. Upon entering the building, visitors have access to two elevators that provide all visitors, including persons with disabilities to have access to all floors for events, programs, meetings, or even conducting business at our Topographical Bureau located on the third floor. Although, DCAS is responsible for maintaining the common areas of the building, OBBP monitors the elevators and areas of the building to ensure that the building operations can run smoothly and to ensure that there are no barriers to accessibility. When OBBP identifies an issue, OBBP promptly notifies DCAS if maintenance is required and to ensure a timely remediation of the issue. OBBP offices, courtroom, community room, topographical bureau and rotunda all accommodate persons with disabilities, and are suitable for events, programming, meetings, and other regular business. ADA seating is provided for events onsite and off-site. OBBP will continue to regularly monitor the physical areas of Brooklyn

Borough Hall to ensure that no barriers to accessibility exist and to effectively address any issues as they arise.

B. Digital Access

OBBP commits to ensuring all of its digital content, including but not limited to, its website and social media platforms, are accessible to and usable by persons living with disabilities. Pursuant to Local Law 26 of 2016, the [Web Content Accessibility Guidelines](#) (WCAG) 2.1 and 2.2 provide the standards necessary to provide accessibility for people with disabilities. To date, the OBBP website has translation into French, Kreyol, and Spanish, as well as, a screen reader function. OBBP is continuing to work on its website to ensure that its website content meets WCAG 2.1 by January 18, 2024. OBBP is currently working on restructuring its website and through this process will continue to upgrade its accessible web content. OBBP plans to have all upgrades and accessible digital content in adherence to WCAG 2.2 by the end of March 2024. Additionally, the OBBP Communications team is working on increasing accessibility through its social media platforms. Although these plans are still in their early stages, OBBP will strive to meet MOPD's guidelines and make its social media as accessible as its website once it is fully up and running pursuant to the WCAG. Throughout this process OBBP will seek feedback from visitors to

its website, including but not limited to constituents, stakeholders, prospective employees, etc.

C. Programmatic Access

Pursuant to the ADA, OBBP ensures to give persons with disabilities an equal opportunity to participate and benefit from all of its services, programs, and activities. All programs and activities sponsored and orchestrated by OBBP are geared toward advancing and promoting diversity and inclusion. All members of the public are welcome to OBBP events, programs, activities, and hearings. Because OBBP is a small agency, it tries to plan for the needs of its audience including accessibility for its events. For example, annually the Brooklyn Borough President hosts the State of the Borough Address. OBBP ensures that this event is held at a location with ADA accessibility (for 2023 and 2024 the address took place/will take place at CUNY City Tech) and ensures to provide ASL interpretation. Smaller events, however, may not plan for ASL Interpretation outright due to budget constraints. OBBP will ensure to notify the public through its flyers, emails, newsletters and social media announcements when ASL interpretation will be provided, and in those cases where ASL interpretation will not be provided outright, OBBP will ensure to notify all members of the public so those who wish to participate

and may need a reasonable accommodation can do so that OBBP may provide the accommodation when requested for these lower budget events. This practice allows for the Brooklyn Borough President to continue serving the borough through its various services, programming, and activities without sacrificing some vital opportunities that are beneficial to the public. This also helps OBBP to understand which additional events other than those already identified may need larger budgets in the future to plan for ASL interpretation without placing the burden on persons with disabilities to always have to seek an accommodation to receive the same information, services, or to attend and benefit from programs or events. The DSF remains available for inquiries, comments and reasonable accommodations requests and looks forward to continuing a cooperative dialogue with members of the public.

As stated previously, Brooklyn Borough Hall is an ADA accessible facility, and OBBP ensures that ADA seating is provided for all events and programs, whether on site or off site.

OBBP will continue to regularly monitor the accessibility of its events, programs, activities, and hearings by ensuring that larger events provide for access such as ASL, as well as continuing to provide reasonable accommodation upon request for smaller events or hearings with budget

constraints. In the event that OBBP identifies barriers to access, OBBP will take prompt action to improve accessibility for persons with disabilities by finding the solutions that will allow global participation and inclusivity for all OBBP services, programs, activities, and hearings. OBBP looks forward to receiving comments to this proposed accessibility as well, to hear from the public at large regarding OBBP's current accessibility provisions as well as its proposed provisions.

D. Effective Communications

The EEO Office maintains an open-door policy and responds to all inquiries from employees, prospective employees, and members of the public as such inquiries are received. All departments work effectively and efficiently to ensure that services, programs, and activities are accessible and inclusive for all constituents including persons with disabilities. The Operations Department ensures that the facilities are in excellent shape to accommodate constituents for services on site. The Programs Department plans and develops programming that benefits all constituents. In July 2023, OBBP hosted its first annual Disability Pride Event during Disability Pride Month. The Constituent Services Center receives inquiries and provides advocacy to constituents throughout the borough and schedules workshops at locations that are ADA Accessible.

E. Workplace Inclusion

The Equal Employment Opportunity Office (“EEO Office”) ensures that OBBP maintains compliance with New York City and State Human Rights Law, the ADA and other federal anti-discrimination laws including but not limited to Title VII of the Civil Rights Act of 1964, as well as the City’s Equal Employment Opportunity Policy. All employees and prospective employees are provided with equal employment opportunities irrespective of their protected categories. All prospective employees are encouraged to apply to open listings and job opportunities at Brooklyn Borough Hall, and all applicants are apprised of their right to reasonable accommodations should they need an accommodation throughout the application and interviewing process. Additionally, the EEO Office ensures that all employees are given the City Equal Employment Opportunity Policy along with information about the reasonable accommodation process and the complaint process. Annually, the EEO Office includes information about the reasonable accommodation process and the complaint process via the monthly EEO Newsletter. The EEO Office maintains an open-door policy and responds to all inquiries from employees, prospective employees, and members of the public as such inquiries are received. Finally, when the EEO Office receives a request for reasonable accommodation, the agency begins a

cooperative dialogue and provides reasonable accommodations upon request after the conclusion of the cooperative dialogue. These accommodations include but are not limited to remote work, technological assistance, furniture, or adjustment to schedule or assignments.

VI. Training

The EEO Office ensures that all employees receive all City mandated Equal Employment Opportunity Trainings. Upon finalization of this plan, the EEO Office will disseminate the plan to all staff and continue to ensure that each employee and supervisory employee is trained on the law. The EEO Office will hold an information session for all directors to apprise them of the plan and their responsibilities under the plan. Any updates to the plan will be disseminated to staff followed by training. The EEO Office will also continue to promote trainings including but not limited to the Disability Etiquette and Awareness training provided by DCAS.

VII. Methodology

In preparation of this proposed plan, OBBP conferred with the Programs, Constituent Service Center, and the Communications departments and their respective directors, with stakeholders such as Disability Unite Project Access for All and Brooklyn Center for Independence of the Disabled (BCID) who are dedicated to advocating for

accessibility and inclusion for persons with disabilities. OBBP looks forward to receiving feedback from constituents that interact with OBBP by visiting its website, attending events, programs, activities, and hearings, or by calling and seeking advocacy from the OBBP Constituent Service Center. OBBP will review the feedback received from constituents as well as the feedback that OBBP will receive during the public comment period to further access and finalize the five-year plan.

VIII. Notice of Opportunity to Comment

Notice of Opportunity to Comment on Proposed 5-Year Accessibility Plan

[What is being proposed and why?](#)

[Local Law 12 of 2023](#), codified as NYC Administrative Code § 23-1004, requires every agency to develop and implement a plan that includes the steps it is currently taking and will be taking 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 accompanying plan is OBBP's proposed 5-year accessibility plan under Local Law 12. We encourage you to provide feedback that we will consider as we work to finalize the plan over the next several months.

How do I comment on the proposed plan?

Anyone can comment on the proposed plan by:

- **Email.** You can email comments to our Disability Service Facilitator Corina Lozada at corina.lozada@brooklynbp.nyc.gov. Please include “Accessibility Plan” in the subject line.
- **Website.** You can submit comments via the Agency Accessibility Plan website at nyc.gov/accessibilityplans.
- **Mail.** You can mail comments to our Disability Service Facilitator:
Corina Lozada
209 Joralemon Street, Suite 300
Brooklyn NY 11201
- Please make clear that you are commenting on the 5-year accessibility plan.

Is there a deadline to submit comments?

Yes. The deadline to submit comments is **February 16, 2024**. If sending your comments by mail, they must be postmarked no later than February 16, 2024.

What if I need a copy of the plan in an alternative format or I need an alternative way to comment on the plan as an accommodation for my disability?

You may request a copy of the proposed plan in an alternative format, such as Braille or an audio recording, or an alternative means of commenting on the proposed plan, by contacting our Disability Service Facilitator Corina Lozada at corina.lozada@brooklynbp.nyc.gov or 718-802-3883.

Can I review the comments made on the proposed plan?

You can review the comments made online on the proposed plan by going to nyc.gov/accessibilityplans. Other comments received will also be part of the public record.

Will I receive a response to my comments?

You will not receive a response to your comments. However, we will consider all comments we receive by the deadline as we finalize our plan.

IX. Glossary

Agency, New York City- a business or organization established to provide a particular service; in New York City an agency is any department, office, commission of the City that includes public benefit corporations and other public authorities that serve the constituency of the New York City.

ADA- The Americans with Disability Act; a federal civil rights act passed in 1990 that prohibits discrimination against persons with disabilities.

City Equal Employment Opportunity Policy- the Citywide policy that protects every individual who works for the City of New York, within the City of New York workplaces, who apply for employment or who are contracted to work for the City of New York, or who intern/volunteer for the City of New York, from discrimination, harassment, and retaliation based on the 23 protected categories of the New York City Human Rights Law.

Cooperative dialogue- is an open conversation that each agency is required by the NYC's Human Rights Law to enter with a reasonable accommodation requestee. The conversation is a "good faith" written or oral discussion about the person's accommodation needs, the potential accommodations that may address the person's accommodation needs, including alternatives to a requested accommodation.

Disability- Any physical or mental impairment, either visible or invisible, that significantly limits an individual.

Five Year Accessibility Plan- a proposed action or plan utilizing a template created by the Mayor's Office for People with Disabilities pursuant to NYC Administrative Code § 23-1004 (b)

New York City Human Rights Law- a local civil rights law in Title 8 of the Administrative Code of the City of New York that prohibits discrimination for 23 protected categories.

New York State Human Rights Law- a state civil rights law in Chapter 18, Article 15 of the New York State Executive Law that prohibits discrimination.

Reasonable Accommodation- a change to the way a job is performed, to the work environment, or to the application or hiring process that allows a person with a disability who is qualified for the job to perform the essential functions of that job.