



NYC Campaign Finance Board Accessibility Progress Report 2024-2025

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General

- The Campaign Finance Board is a nonpartisan, independent city agency that empowers New Yorkers to have a greater impact on their elections. Our mission is to make local democracy more open, transparent, and equitable by removing barriers to participation. We make it easier for New Yorkers to vote, meaningfully support candidates for city office, and run for office themselves. NYC Votes, our voter engagement initiative, meets people where they are to share trustworthy election information and help New Yorkers make a plan to vote. We publish the citywide Voter Guide, which delivers information about candidates directly to voters' doors. Our public matching funds program ensures small contributions can make a big difference, allowing regular people to run for office by relying on the support of other regular people, not just wealthy donors and special interests. And we lift the veil on how candidates raise and spend money, increasing transparency and accountability in local government. We believe that when every New Yorker is empowered to participate meaningfully in elections, candidates will better reflect the communities they serve, elected leaders will be more accountable to the public, and New Yorkers will have a democracy they can truly trust.
- This statement acts as the first progress report for our agency's Five-Year Accessibility Plan. We have made strides in the workplace inclusion aspect of our plan with curated employee training, making them aware of accessibility principles and guidelines, advising on what steps to take to create accessible content, and providing meaningful accurate alt-text. This easily intertwines with the existing structures available from MOPD and we are working on agency policy to establish checks and procedures for approval of accessible content. For our outreach program, we have secured multiple formats for providing accessible materials and experiences by securing a braille and large print vendor for our voting guides, creating accessible procedures for event planning, and making sure public meetings are inclusive with descriptive messaging, transcripts, CART, interpretation, and captions. For our workplace, we provide a first aid kit for service animals as a courtesy to guests and employees who may need it and have made improvements to our space by clearing walkways of obstacles or potential barriers. We still have work to do for our physical space as our entrances need

evaluation for their accessibility and we have been notified of the need for better lighting for communal meeting spaces. We plan to create an accessible experience for the employee lifecycle and create a sense of community by the establishment of an employee workgroup. The proposed group will represent people with disabilities as well as allies and accessibility enthusiasts.

Statement of Commitment

The CFB has an unwavering commitment to accessibility, ensuring that our digital content and assets, programs, training materials, physical spaces, and campaign services are available and accessible to all. We recognize the importance of maintaining strict compliance with both ADA and WCAG standards, as well as exceeding these requirements to better serve the diverse community we serve in New York City. Because of that, increased accessibility is at the forefront of our mission over the next five years. The CFB is fully dedicated to meeting and exceeding the accessibility standards set by regulatory bodies to provide an accessible and equitable experience for everyone interacting with our agency. Maximizing accessibility is an ongoing commitment that permeates every aspect of the CFB. Regular accessibility audits ensure that our digital content and assets, programs, training materials, physical spaces, and campaign services comply with the latest standards. We actively seek and address feedback through our Website Accessibility Feedback Form, and value it as a critical tool for continuous improvement. A recent significant achievement in our accessibility journey is our achieved ADA and WCAG compliance on our voter focused website, nycvotes.org. This underscores our dedication to making strides in one of our agency's barriers, digital access. This accomplishment exemplifies our ongoing efforts to enhance accessibility and improve the overall user experience for our community. Looking forward, we are setting achievable goals over the next five years to further advance accessibility within facets of our digital and technology-based infrastructure, specifically focusing on digital access, communication access, and programmatic access. Agency-wide training will also continue to be a cornerstone of the CFB, ensuring that our employees remain informed about the evolving landscape of accessibility standards and best

practices, and what we are doing at the CFB 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
 - Phone: 646-906-4070
 - Email: JGemmell@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

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 the NYC Campaign Finance Board's Disability Services Facilitator at 212-409-1800 or access@nyccfb.info.

Progress Report

Physical Access

As of May 2025, we have:

- Scoped locations with physical accessibility in mind for our return to office initiative

- Assessed walkways, assessed entrances and exits for potential actuator button installation.
- Conferred with the Director of Staff Support Services on an accessible emergency and evacuation plan.
- Discussed the implementation of physical signage conveying the offering of multiple languages and accommodations.
- Engaged in conversations on important safety protocol for assisting people with disabilities in the event of building evacuation or other emergencies.
- Assessed all entry points for accessibility so our office is in compliance with ADA standard widths.
- Set aside multiple accessible desk spaces for hybrid employees to request on days they may choose to come to the office.

By May 2026, we will:

- Evaluate our spaces to account for both accessibility and security.
- By this time next year, we will have engaged stakeholders and vendors to plan the implementation of our physical accessibility initiatives noted in our 5-year plan.
- The CFB plans to expand our office space to accommodate our growing headcount while accounting for the diverse accessibility needs of our employees.

Digital Access

As of May 2025, we have:

- Hired a full-time accessibility expert for the processing of reasonable accommodations request, remediation of accessibility issues, and implementation of our accessibility strategy. Our expert is also responsible for the training of our staff in accessible practices and citywide standards.
- We uploaded our accessibility plan to our website after completing the public feedback period.
- Made employees who create digital content aware of laws and standards relating to digital accessibility relevant to the content they

create (WCAG 2.1 Level AA, Local Law 26 of 2016, ADA, Section 508, etc.) through training and sharing of accessibility requirements.

- Created and led training for creators of electronic documents; to make them aware of, and following, the principles of accessible document creation as outlined in MOPD's Accessible Documents Guide, Accessible PPT Guide, and Accessible PDF Guides.
- Set guidelines for providing meaningful (not generic, AI generated) alternative text descriptions, which conveys the information and purpose of the image, on all social media content that uses images by using the social media platforms' built-in alt text mechanism.
- Informed our employees to stop using ASCII characters as images.
- We created programming for our employees on what makes digital content accessible and how to meet standards and guidelines for accessibility relevant to their everyday tasks.
- We initiated evaluating the accessibility of our public facing websites as well as internal tools.
- We have engaged with vendors to initiate a full accessibility audit of our internal and external offerings.

By May 2026, we will:

- Ensure images have meaningful and programmatic alt-text.
- We are implementing an official process in place for the review of digital content to ensure its accessibility and compliance with standards prior to distribution to the public.
- Include Closed Captioning (CC), or embedded captions, on videos that is not just auto generated and include: indications of significant background sounds and the names of those speaking.
- Engage with a contractor to test our website's accessibility by using testers with different disabilities (including individuals who are blind/low vision, deaf, and have physical disabilities which limit their ability to use a mouse).

Programmatic Access

As of May 2025, we have:

- Solidified a vendor to provide all publicly distributed materials in Braille and Large Print.
- Created a process for our program participants and partners to request accessible resources and collect feedback on our provided resources.
- We created a role to serve the public as a subject matter expert in disability and accessibility in our branch of outreach and partnership building.
- Commenced a Candidate Experience working group led by our Director of Candidate Services. Our accessibility specialist participates in the working group to provide necessary context and information related to the accessibility of our programs.

By May 2026 we will:

- The CFB will continue to conduct audits of our programmatic access for both our Matching Funds program and Voter Education and Outreach programs.
- Internally ensure that our Candidate Guidance and Policy division create accessible materials and interfaces for those that interact with our matching funds program.
- The CFB will regularly survey program participants to determine what, if any, accommodations would be helpful for them to improve their experience.
- Internally ensure that our Voter Education and Outreach material is produced in a variety of accessible mediums including but not limited to Braille, large print, ASL, and ensure our digital content is robust.
- Create a process to ensure that all our voter education materials are written in accessible/plain language and take a readable format. We are committed to producing materials in a variety of accessible platforms and mediums.

Effective Communications

As of May 2025, we have:

- Communicated ways for employees to reach out regarding accessibility and accommodations.
- Provided verbal descriptions to orient people with low to no vision.
- All CFB Staff Meetings are transcribed, recorded, and captioned.
- All CFB agency wide presentations and meetings are provided in accessible formats.
- Most CFB events are offered in a hybrid format.
- Created a draft of performance expectations and key responsibilities related to accessibility.

By May 2026, we will:

- Audit our promotional materials for public events (social media, flyers, invitations, etc.) to ensure compliance with Local Law 28 of 2016 (pertaining to information about access & accommodations and info on how to request additional accommodations).
- Distribute a general guideline for accessible meetings for employees to have a standard of accessibility to follow.
- Met with each of our department leads to assess accessibility strengths and weaknesses and create tailored opportunities for improvement.
- Communicated the expectation that employees are expected to attend accessibility education opportunities and complete disability etiquette virtual training.
- Standardize performance expectations and key responsibilities for the entire workforce to establish accountability for accessibility throughout the agency.

Workplace Inclusion

As of May 2025, we have:

- Engaged directly with the disability community by participating in the Disability Pride parade and representing the community at related events.

- Deployed the accessibility definition exercise to the agency wherein unit heads were required to facilitate a discussion about accessibility and equity in the workplace.
- Engaged in conversations with our People Operations team about sharing job postings with State Vocational Rehabilitation (VR) agencies and other organizations that work with people with disabilities, such as CUNY LEADS, Job Path, etc.
- Refined our process for employees who require accessible services, accommodations, and assistive technologies.
- Purchased a first aid kit for service animals to be available to employees who may need one.
- We facilitated a workplace inclusion event focused on disability pride event where we screened “Crip Camp” and had a meaningful conversation about the film and the experience of people with disabilities.
- Our accessibility specialist collaborated with our content creation team to publish a non-partisan article on the experience of voters with disabilities.
- Our accessibility specialist was appointed as a section leader for a Mayor’s Office for People with Disabilities (MOPD) initiative on standardizing and enforcement of citywide accessibility guidelines.

By May 2026, we will:

- Continue our engagement with the disability community.
- Establish an agency wide definition of accessibility.
- Engage with our People operations team to offer a publicly available policy on the accessibility of our hiring practices.
- Continue to evaluate policies and practices for efficiency in accessibility.
- Create an employee resource group focused on accessibility and the experience of people with disabilities.
- Our accessibility specialist will continue to work with MOPD on the enforcement of citywide accessibility standards.

- Our accessibility specialist will continue to respond to accessibility and guidance requests from our employees and the public.

Consultations and Feedback

The following section is anonymized feedback collected over 2025.

- A user reported a bug with our public campaign contributions feature. We swiftly engaged with our Product team and vendor who created the page to assess the accessibility of the tool. Our accessibility specialist wasted no time explaining the impact of this issue and demonstrated the experience described by the person who found the issue. Our vendor has been working on the issue so they can no longer detect the issue in automated and manual testing. They have also improved some elements that were also present on the page that could have used accessibility remediation. We're hoping the public will continue to communicate with us if they find similar issues and share their experience.
- A new hire pointed out that our walkways contained obstacles that people with low to no vision have trouble with. We cleared those obstacles so our employees could move freely without obstacles or barriers. We have a process to notify our Operations team of any potential obstacles that we can revisit from an accessibility standpoint.
- We have engaged with a vendor so we may provide large print and braille materials available at public events.
- Two candidates for office engaged with our office to ask for reasonable accommodation. Our candidate services team promptly coordinated with our accessibility personnel to assess needs and facilitate sufficient accommodation. We have since established a protocol with the candidate services team to provide reasonable accommodation to the public.
- We deployed feedback surveys for our accessible learning series and our employees provided honest feedback on their experience. They are looking forward to training opportunities and innovations tailored to their subject matter expertise.

Conclusion

The CFB has two (2) main missions: administration of our campaign finance program and voter education and outreach. We understand the worthwhile effort needed to create equitable experiences for people of all abilities. We hope to continue to make great strides in not just digital accessibility but including all aspects of access that our employees, the public, and present and future electoral candidates encounter. Our accessibility specialist has broken down our five-year plan by monthly and yearly milestones to aid in producing and tracking the annual progress reports expected of our agency. We continue to meet expectations efficiently and hold ourselves accountable to a high standard.