



Proposed Local Law 12  
of 2023  
5-Year Accessibility Plan  
(2024-2028)

for the

New York City  
Rent Guidelines Board

Effective June 20, 2024

# General

The NYC Rent Guidelines Board (RGB) is mandated to establish rent adjustments for the approximately one million dwelling units subject to the Rent Stabilization Law in New York City. The Board holds an annual series of public meetings and hearings to consider research from staff, and testimony from owners, tenants, advocacy groups and industry experts.

The RGB staff is responsible for providing administrative support to the Board and prepares research regarding the economic condition of the stabilized residential real estate industry including operating and maintenance costs, the cost of financing, housing supply and cost of living indices. The RGB staff engages in year-round research efforts, publishes its reports for use by the public, other governmental agencies, and private organizations, and provides information to the public on housing questions. The RGB's Disability Service Facilitator (DSF) is Brian Hoberman, and his contact information is:

1 Centre Street, Suite 2210  
New York, NY, 10007  
212-669-7484  
bhoberman@rgb.nyc.gov

The RGB's DSF prepared this report and is responsible for updating the agency's 5-year plan as required in Local Law 12.

The RGB's grievance procedure for the public is a review by the RGB's Executive Director Andrew McLaughlin and his contact information is:

1 Centre Street, Suite 2210  
New York, NY, 10007  
212-669-7482  
amclaughlin@rgb.nyc.gov

[Read the RGB's accessibility statement](https://rentguidelinesboard.cityofnewyork.us/about/accessibility/)  
(<https://rentguidelinesboard.cityofnewyork.us/about/accessibility/>)

## **Agency Plan**

### **Physical Access**

#### **Access Issues:**

The RGB is a tenant in a city-owned building that is accessible to those with disabilities with unobstructed entrance to the building and elevator access. The restroom facilities are also accessible for those with disabilities.

No access issues have been brought to our attention by our staff.

## **Digital Access**

### **Access Issues:**

The RGB is committed to ensuring its digital content is accessible to and usable by people with disabilities. The RGB is continuing to conduct self-evaluations with respect to digital access issues and outlines its priorities in the below actions section. RGB produces many publications, which are released as PDFs which we are committed to making screen-readable. Publications are also distributed in print at public meetings.

The RGB strives to make its digital content accessible to people with disabilities. For example, Brian Hoberman as the RGB's DSF is also the designated Digital Inclusion Officer (DIO).

### **Actions:**

The RGB will identify digital assets to be prioritized for accessibility enhancements over the next two years. This will be coordinated by the DSF.

The RGB will monitor samples of outgoing digital communications and test them for accessibility and recommend corrective actions over the next two years. This will be coordinated by DSF.

The RGB's 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. The RGB will continue to work towards full compliance with W3C's Web Content Accessibility Guidelines, 2.1 Level AA over the next three years. This will be done by the RGB's DSF.

The RGB's DSF will commit to taking additional training on making digital content accessible and how to create that content in an accessible manner over the next two years.

The RGB's DSF will provide oversight and track intended outcomes.

## **Effective Communications**

### **Access Issues:**

The RGB is committed to making its communications accessible for people with disabilities.

No access issues have been brought to our attention by members of the public, but the RGB will continue to welcome feedback regarding the accessibility of our communications.

## **Workplace Inclusion**

### **Access Issues:**

The RGB is continuing to conduct evaluations with respect to workplace inclusion issues and outlines its priorities in the below actions section.

## **Actions:**

The RGB will make Disability Etiquette and Awareness training mandatory, every two years, for its employees. This will be coordinated by the DSF.

The RGB will ensure that information for requesting accommodations is included in all interview confirmation letters/emails sent to candidates. This will be coordinated by the DSF.

The RGB will review all job descriptions to ensure that they are disability-inclusive and will make sure electronic job postings are accessible to those who use access technologies. They will be done by the DSF.

The RGB will confirm with building management annually that a fire and emergency management plan is in place that accounts for employees and visitors with disabilities including communication disabilities. This will be done by the DSF.

The RGB's DSF will provide oversight and track intended outcomes.

## **Public Meetings and Hearings**

The RGB hosts in-person public meetings and hearings. (hereinafter, "events"). All promotional materials for events comply with Local Law 28 of 2016, which requires City agencies to include information about the accessibility of events and information on how to request

accommodations.<sup>1</sup> RGB schedules and hosts events only at facilities that are confirmed to be wheelchair accessible and in compliance with the ADA.

If a member of the public makes a request for American Sign Language (ASL) interpretation as a form of reasonable accommodation, RGB ensures that ASL interpreters are available for the duration of an event.

## **Methodology**

RGB is committed to increasing accessibility and inclusion for applicants, employees, and the community to which we serve. Additionally, the RGB does not have any employees who have identified themselves as having disability needs or concerns. The RGB's DSF, therefore, collectively assessed access issues based on common knowledge of disability-related issues and concerns. We look forward to receiving public comment on our proposed plan.

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<sup>1</sup> Local Law 28 of 2016, available at <https://www.nyc.gov/assets/mopd/downloads/pdf/Local-Law-28.pdf>.