**FY 2025 Agency Quarterly Diversity, Equity, Inclusion and EEO Report**

# Part I: Narrative Summary

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| **Agency Name**: \_\_Department of City Planning\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  **1st Quarter (July -September), due November 6, 2024** [ ] **2nd Quarter (October – December), due January 30,2025**[ ] **3rd Quarter (January -March), due April 30, 2025** [x]  **4th Quarter (April -June), due July 30, 2025****Prepared by**: David Machado EEO Officer dmachado@planning.nyc.gov 212-720-3414 \_ \_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name Title E-mail Address Telephone No. **Date Submitted**: \_\_\_\_8/4/2025\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***FOR DCAS USE ONLY:*** ***Date Received****:* |
|  |

# Instructions for Filling out Quarterly Reports FY 2025

**[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025.**

**For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI.**

**For Q2, Q3 and Q4, use previous quarter’s submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]**

1. Please save this file as “**XXXX Quarter X FY 2025 DEI-EEO Quarterly Report.Part I”,** where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF**.
2. Complete the “Diversity, Equity, Inclusion and EEO Training Summary” details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

1. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
2. Please save the Excel file as **“XXXX Quarter X FY 2025 DEI-EEO Report.Part II Training Summary**”, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF**.

# Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? [x]  Yes, On (Date): \_\_\_\_\_September 11, 2024\_\_\_\_\_\_\_\_\_\_\_ [ ]  No

 [x]  By e-mail

 [ ]  Posted on agency intranet and/or website

 [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Recognition and Accomplishments

**The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity, equity, inclusion, and equal employment opportunity through the following:**

[x]  Diversity, equity, inclusion and EEO Awards

[x]  Diversity, equity, inclusion and EEO Appreciation Events

[ ]  Public Notices

[ ]  Positive Comments in Performance Appraisals

[ ]  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \* **Please describe DEI&EEO Awards and/or Appreciation Events below:**

* In Q4 FY 25, EEO Office, EEO Office prepared e-mail message for agency leadership to share with staff recognizing and celebrating AAPI Heritage month
* In Q4 FY 25, DCP for racial equity (DCPRE), hosted an AAPI in Planning Panel where speakers discussed how they over came their challenges and succeed as an AAPI person working in Urban Planning, and ways they are currently making meaningful change in the profession.
* In Q4 FY 25, EEO Office prepared and shared the Diversity Month flyers for each month highlighting the various religious, and cultural heritages celebrated and how staff can participate and celebrate at DCP and across NYC. In April we recognized Arab and Scottish American Heritage. In May we recognized AAPI, Jewish, and Haitian heritage. In June we recognized Juneteenth, Pride, and Caribbean heritage.
* In Q4 FY 25, EEO Office, EEO Office prepared e-mail message for agency leadership to share with staff recognizing and celebrating Pride Month and Juneteenth.
* In Q3 FY 25, EEO Office, EEO Office prepared e-mail message for agency leadership to share with staff recognizing and celebrating Lunar New Year.
* In Q3 FY 25, EEO Office prepared and shared the Diversity Month flyers for each month highlighting the various religious, and cultural heritages celebrated and how staff can participate and celebrate at DCP and across NYC.
* In Q3 FY 25, EEO Office, EEO Office prepared e-mail message for agency leadership to share with staff recognizing and celebrating Black History Month.
* In Q3 FY 25, EEO Office, hosted a tour of the African Burial Grounds and a legal symposium at the Thurgood Marshall Court house in celebration of Black History
* In Q3 FY 25, DCP for racial equity (DCPRE), hosted a Black History Month Extravaganza. The exhibition explored the legacy of Black labor, from enslaved artisans like Dave the Potter to the postbellum era like Gee’s Bend quiltmakers, whose work speaks to survival and self-determination. Contemporary artists like Faith Ringgold and Carolyn Mazloomi extend these traditions, while documentary photographers Gordon Parks and LaToya Ruby Frazier uplift the fight for economic and social justice.
* In Q3 FY 25, EEO Office spotlighted two staff members in recognition and celebration of Black History Month. These staff spotlights are intended to highlight our talented and diverse workforce.
* In Q3 FY 25, EEO Office, EEO Office prepared e-mail message for agency leadership to share with staff recognizing and celebrating Women’s History Month.
* In Q3 FY 25, the DCP Women’s empowerment resource coalition (WERC), hosted several events across the agency in celebration of women’s history month, including planned walks, staff panels, brown bag lunch events, a social events.
* In Q3 FY 25, EEO Office spotlighted two staff members in recognition and celebration of Women’s History Month. These staff spotlights are intended to highlight our talented and diverse workforce.
* In Q3 FY 25, the DCP Community Boosters hosted their annual no bake, bake off competition with staff competing across the agency.
* In Q2 FY 25, The EEO Office collaborated with our employee groups, DCP for Racial Equity (DCPRE) and Boosters to host a diversity potluck for Thanksgiving.
* In Q2 FY 25, DCP’s Community Boosters hosted its second annual “no bake, bake off” competition where staff participated in a holiday theme baking competition among each other.
* In Q2 FY 25, DCP’s Community Boosters hosted its annual Halloween “spook-off” divisional decoration contest.
* In Q1 FY 25, DCP hosted an “All Agency staff picnic at Brooklyn Bridge Park. During this event, DCP recognized multiple staff members for the work that they have done and their commitment to the agency. During the event, DCP recognized Anisha Davis with the Chair’s Diversity & Inclusion Award for her efforts and commitment to Racial Equity.
* In Q1 FY 25, DCP for Racial Equity (DCPRE) continued its “DCPRE Speaker Series.” In August, Vice President for Transportation at the Regional Plan Association spoke to staff about her vision to provide a platform for those working inside of government to force conversations about diversity, equity, inclusion, accessibility, and intersectionality to the main stage.
* In Q1 FY 25, September/ October, during Hispanic Heritage Month, the office of EEO shared the EEO Spotlight, highlighting the good work being performed by employees of Hispanic heritage.
* In Q1 FY 25, EEO Office prepared and shared the Diversity Month flyer highlighting the various religious, and cultural heritages celebrated and how staff can participate and celebrate at DCP and across NYC.
* In Q1 FY 25, EEO Office, EEO Office prepared e-mail message for agency leadership to share with staff recognizing and celebrating Hispanic Heritage Month.

#  Workforce Review and Analysis

1. **Agency Headcount as of the last day of the quarter was:**

Q1 (9/30/2024): \_\_\_\_318\_\_\_\_\_\_ Q2 (12/31/2024): \_\_\_\_\_320\_\_\_\_\_ Q3 (3/31/2025): \_\_\_\_\_\_330\_\_\_\_ Q4 (6/30/2025): \_\_\_\_335\_\_\_\_\_\_

1. **Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.**

[x]  Yes On (Date): \_\_\_4/11/2024\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Yes (again) on (Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  No

[ ]  NYCAPS Employee Self Service (by email; strongly recommended every year)

[ ]  Agency’s intranet site

[x]  On-boarding of new employees

[ ]  Newsletters and internal Agency Publications

1. **The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.**

[x]  Yes - on (Dates):

Q1 Review Date: \_\_\_10/28/2024\_\_\_\_\_ Q2 Review Date: \_2/7/2025\_\_\_\_\_\_\_ Q3 Review date: \_\_\_3/24/2025\_\_\_\_\_ Q4 Review date: \_\_\_\_\_\_

**The review was conducted with:**

[x]  Agency Head [x]  Agency Head [x]  Agency Head [ ]  Agency Head

[x]  Human Resources [x]  Human Resources [x]  Human Resources [ ]  Human Resources

[ ]  General Counsel [ ]  General Counsel [ ]  General Counsel [ ]  General Counsel

[ ]  Other \_\_COO\_\_\_\_\_\_\_\_ [ ]  Other \_\_COO\_\_\_\_\_\_\_\_ [x]  Other \_\_\_COO\_\_\_\_\_\_\_ [x]  Other \_\_\_\_COO\_\_\_\_\_\_

 [ ]  Not conducted [ ]  Not conducted [ ]  Not conducted [x]  [ ] Not conducted

# EEO, Diversity, Inclusion and Equity Initiatives for FY 2025

**Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2025.**

1. **Workforce:**

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV:*  *Diversity, Equity, Inclusion and EEO Initiatives for FY 2025,* which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

Structured interview and unconscious bias training for all hiring managers involved in the recruitment, hiring, and promotion process. Conduct refresher training for all hiring managers bi-annually. All hiring managers will be provided access to a standardized structured interview template and structured interview question bank to utilize during structured interviews.

* In Q4 FY 25, the DCP continued its implementation of a structured interview process and procedure for all hiring managers, which included training on implicit biases and structured interviewing. In addition, hiring managers were provided a structured interview template created by HR and EEO, in addition to a structured interview question bank to utilize during the interview process. All staff who conduct interviews were required to take either the DCP or DCAS structured interview and unconscious bias training on a bi-annual basis either via DCAS training our internally at DCP.
* In Q3 FY 25, the DCP continued its implementation of a structured interview process and procedure for all hiring managers, which included training on implicit biases and structured interviewing. In addition, hiring managers were provided a structured interview template created by HR and EEO, in addition to a structured interview question bank to utilize during the interview process. All staff who conduct interviews will be required to take either the DCP or DCAS structured interview and unconscious bias training on a bi-annual basis.
* In Q2 FY 25, the DCP continued its implementation of a structured interview process and procedure for all hiring managers, which included training on implicit biases and structured interviewing. In addition, hiring managers were provided a structured interview template created by HR and EEO, in addition to a structured interview question bank to utilize during the interview process. EEO Office also provided an overview of the hiring committee process to DCPRE – DCP’s racial equity ERG, and conducted a revision of DCP hiring question bank that is available to all hiring managers to use during structured interviews.
* In Q1 FY 25, the DCP continued its implementation of a structured interview process and procedure for all hiring managers, which included training on implicit biases and structured interviewing. In addition, hiring managers were provided a structured interview template created by HR and EEO, in addition to a structured interview question bank to utilize during the interview process.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

* To measure the effectiveness of these actions, EEO will consult with Human Capital and our ERGs to determine the effectiveness of this goal.

**Workforce Goal/Initiative #1 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [x]  **Completed**

Encouraged supervisors to discuss training needs as part of the annual performance review with administrative staff to help highlight new opportunities for such staff to support the Division’s needs. This will help create pathways for upward mobility and pathways into the planning profession in line with Civil Service advancement opportunities for administrative staff.

* In Q4 FY 25, professional development and Training team circulated upcoming training course offerings from DCAS that could help staff development. Human Captial team shared information and dates on upcoming civil service exams with all staff.
* In Q3 FY 25, DCP executive team encouraged division directors in person and via e-mail to discuss training needs with their staff for the annual performance review. PD&T team also circulated upcoming training course offerings from DCAS that could help staff development.
* In Q2 FY 25, DCP executive team encouraged division directors in person and via e-mail to discuss training needs with their staff for the upcoming annual performance review in January 2025. PD&T team also circulated upcoming training course offerings from DCAS that could help staff development.
* In Q1 FY 25, DCP executive team encouraged division directors in person and via e-mail to discuss training needs with their staff during the half-year performance review and for the upcoming annual performance review. PD&T team also circulated upcoming training course offerings from DCAS that could help staff development.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

* To measure the effectiveness of this goal, EEO will consult with the Human Capital team, division directors, and staff on the DCP employee committee.

**Workforce Goal/Initiative #2 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

On a weekly basis, the Executive Director, Chief Operating Officer, EEO Officer, Human Capital Director, and other senior leadership will review all hiring and promotional decisions to ensure that such decisions are made in compliance with proper hiring practices, D&I initiatives/goals, and to provide feedback to hiring managers regarding hiring and promotional selections.

* In Q4 FY 25, DCP EEO officer, Human Capital Director, and COO on a weekly basis, reviewed all hiring and promotional decisions to ensure that such decisions are made in compliance with proper hiring practices and D&I initiatives/goals. This initiative also helped strengthen collaboration across departments, ensuring that D&I considerations were embedded at every stage of the hiring and promotional process—not just as a compliance measure, but as a strategic priority tied to the agency’s mission and values.
* In Q3 FY 25, DCP EEO officer, Human Capital Director, and COO on a weekly basis, reviewed all hiring and promotional decisions to ensure that such decisions are made in compliance with proper hiring practices and D&I initiatives/goals. This initiative resulted in a qualified diverse summer internship class of 2025, comprised of majority CUNY students.
* In Q2 FY 25, DCP EEO officer, Human Capital Director, and COO on a weekly basis, reviewed all hiring and promotional decisions to ensure that such decisions are made in compliance with proper hiring practices and D&I initiatives/goals. Additionally, the Executive team, along with Human Capital, Fiscal and EEO Office, conducted a pay equity review of all promotional pay increases to determine if there were equity concerns in the recent promotional pay request.
* In Q1 FY 25, DCP EEO officer, Human Capital Director, and COO on a weekly basis, reviewed all hiring and promotional decisions to ensure that such decisions are made in compliance with proper hiring practices and D&I initiatives/goals. The Hiring Committee was happy with the incoming diverse talent this quarter—a boost to the agency diversity.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

* To measure the effectiveness of these actions, EEO consults with Human Capital and our ERGs to determine the effectiveness of this goal.

**Workforce Goal/Initiative #3 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

 Encourage leadership training for all senior and junior leaders within the agency to help enhance leadership skills, decision-making abilities, strategic thinking, and team communication.

* In Q4 FY 25, senior leader’ cohorts 1-2 continued the Managerial Training Academy in collaboration with DCAS. In June, senior leader attended “Giving Feedback and Getting Results” training offered by DCAS vendor. Additional classes are planned for FY 26.
* In Q3 FY 25, senior leader’ cohorts 1-2 participated in the Managerial Training Academy.” In January, senior leaders participated in the Management Power Tool: Motivating & Caching Staff class held at DCAS. Additional class are planner for Q4 and FY 26. The success of this training program will lead to DCP offering similar courses for staff who maybe interested in management and leadership opportunities.
* In Q2 FY 25, senior leaders’ cohort 2 began the “Managerial Training Academy” which included courses offered with the support of DCAS such as: “motivating and coaching;” “giving feedback and getting results;” and “initiating and managing difficult conversations.” These managerial courses are intended to develop the necessary soft skills required to be an effective leader. DCP is considering offering these course for junior level supervisors/manager and others who may be considering leader roles at DCP.
* In Q1 FY 25, senior leaders’ cohort 1 completed the “Managerial Training Academy” which included courses offered with the support of DCAS such as: “motivating and coaching;” “giving feedback and getting results;” and “initiating and managing difficult conversations.” Cohort 2 of senior leaders will begin at the end of Q1 and beginning of Q2. These managerial course are intended to develop the necessary soft skills required to be an effective leader.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

* To measure the effectiveness of this goal, EEO consults with Human Capital team, division directors, and staff on DCP employee committee.

**Workforce Goal/Initiative #4 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**5.** Provide professional development and career growth offerings for all staff, including BIPOC staff who are underrepresented in the Planning profession and leadership roles as a measure to help diversify and retain BIPOC staff within the agency.

* In Q4 FY 25, the PD&T team hired a Staff Engagement Program manager to help with professional development career growth initiatives. Additional ideas around this initiative will take shape in FY 26.
* In Q3 FY 25, DCP launched its career Counseling Program and Carrer Counseling team. This initiative offers a unique opportunity to explore pathways for professional development, educational advancement, and career growth within DCP and the broader City workforce.
* In Q2 FY 25, this initiative not yet started, as the professional development and human Capital teams are still in the process of gauging staff to determine the appropriate and requested training needs of staff who identify and BIPOC. Additionally, recent staff departures have resulted in the delay of this initiative.
* In Q1 FY 25, this initiative not yet started, as the professional development and human Capital teams are still in the process of gauging staff to determine the appropriate and requested training needs of staff who identify and BIPOC.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

* To measure the effectiveness of these actions, EEO will consult with Human Capital and our ERGs to determine the effectiveness of this goal.

**Workforce Goal/Initiative #5 Update:**

**Q1 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing**  [x]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q2 Update:**  [ ]  **Planned** [x]  **Not started** [ ]  **Ongoing**  [x]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Efforts to reduce Workforce underutilization:**

**Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.**

To address underutilization in the identified job groups for Q4—Managers, Social Scientists, and Science professionals:

* DCP will enhance its visibility at career fairs and industry events centered on diversity and inclusion to showcase available opportunities and attract candidates from historically underrepresented backgrounds. By participating in these events, DCP aims to raise awareness of its mission, values, and job openings, encouraging individuals from diverse communities to pursue careers with the department. Outreach efforts will specifically target candidates in underrepresented fields like Managers, Social Scientists, and Science Professionals, where underutilization has been identified, to help build a talent pool that reflects the city’s diverse population.
* DCP’s EEO Office hold frequent meetings with Human Capital and Executive leadership to review underutilization metrics and evaluate the effectiveness of ongoing recruitment and retention strategies. These meetings serve as checkpoints to assess whether the department’s efforts align with its diversity goals, addressing any recruitment gaps or obstacles to retention as they arise. During these reviews, leaders discussed potential policy adjustments or new initiatives to further attract and retain diverse talent in areas of underutilization, such as managerial roles and scientific professions.
* By analyzing workforce data on an ongoing basis, DCP monitor hires, promotions, and retention within the underutilized job groups—Managers, Social Scientists, and Science Professionals. This data-driven approach provide insight into areas where strategies are succeeding and where adjustments are needed. Through routine workforce reporting, DCP continue to refine its approach to better meet diversity and inclusion targets, ensuring its recruitment and retention efforts remain agile, responsive, and impactful.
1. **Workplace:**

**Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025,* which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).**

 DCP for Racial Equity (DCPRE) monthly guest speaker series on the topic of racial equity in planning. This year-round series features a range of professionals, academics, and practitioners representing diverse expertise to speak to the agency about working towards promoting racial equity in planning. This series is intended to help DCP staff understand why it’s important to consider racial equity in all planning and policy work at DCP.

* In Q4 FY 25, DCP for Racial Equity (DCPRE) Speaker Series had no guest speakers for Q4. This initiative as been delayed due to resources and time constraints until FY 26.
* In Q3 FY 25, DCP for Racial Equity (DCPRE) Speaker Series had no guest speakers for Q3. This initiative as been delayed due to resources and time constraints until FY 26.
* In Q2 FY 25, DCP for Racial Equity (DCPRE) Speaker Series had no guest speakers for Q2. DCPRE is currently planning speakers for Q3 including a potential guest speaker in recognition of Black History Month.
* In Q1 FY 25, DCP for Racial Equity (DCPRE) continued its “DCPRE Speaker Series.” In August, the Vice President for Transportation at the Regional Plan Association spoke to staff about her vision to provide a platform for those working inside of government to force conversations about diversity, equity, inclusion, accessibility, and intersectionality to the main stage. Additional speakers are planned for Q2.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

* To measure the effectiveness of these actions, EEO will consult with staff via surveys and our ERGs to determine the effectiveness of this goal.

**Workplace Goal/Initiative #1 Update:**

**Q1 Update:**  [x]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q2 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing**  [x]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing**  [x]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing**  [x]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

Employee spotlight series during every heritage and diversity month. These employee spotlights are intended to promote inclusion, bring awareness, and give recognition to our talented and diverse employees at DCP.

* In Q4 FY 25, the EEO office spotlight staff members for AAPI Heritage Month in May, and Pride Month in June. These spotlights are intended to highlight DCP diverse and talented workforce.
* In Q3 FY 25, the EEO office spotlight staff members for Black History Month in February and Women’s History Month in March. These spotlights are intended to highlight DCP diverse and talented workforce.
* In Q2 FY 25, there were no EEO spotlights due to the limited diversity months celebrated in Q2. EEO employee spotlights are in the works for Q3 in recognition of Black History Month and Women’s History Month.
* In Q1 FY 25, September/ October, during Hispanic Heritage Month, the office of EEO shared the EEO Spotlight, highlighting the good work being performed by employees of Hispanic heritage.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

* To measure the effectiveness of these actions, EEO will consult with Human Capital and our ERGs to determine the effectiveness of this goal.

**Workplace Goal/Initiative #2 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing`** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

Promote diversity and inclusion by regularly distributing its diversity flyer, a key tool in raising awareness about important activities and events held during each diversity month. This flyer serves as an informative resource, highlighting cultural observances, heritage celebrations, and educational events that align with each month’s focus on diversity, equity, and inclusion. Through this outreach, employees will be encouraged to participate in various events, such as panel discussions, workshops, cultural showcases, and volunteer opportunities. The flyer will also spotlight relevant resources, such as articles, videos, and webinars, aimed at enhancing understanding of the unique histories and contributions of different groups. By providing this consistent and engaging communication, the EEO Office ensures that diversity-related activities remain visible, accessible, and a regular part of the agency's culture, helping to foster a more inclusive workplace year-round.

* In Q4 FY 25, EEO Office prepared and shared the Diversity Month flyer highlighting the various religious, and cultural heritages celebrated and how staff can participate and celebrate at DCP and across NYC. In Q4, we highlighted events and actives on Arab and Scottish American Heritage Month in April, AAPI, Jewish, and Haitian Heritage in May, and Pride and Caribbean Heritage in June.
* In Q3 FY 25, EEO Office prepared and shared the Diversity Month flyer highlighting the various religious, and cultural heritages celebrated and how staff can participate and celebrate at DCP and across NYC. In Q3, we highlighted events and actives on Lunar New Year, Black History Month, Women’s History Month, Irish American History Month, and Greek American History Month.
* In Q3 FY 25, EEO Office prepared and shared the Diversity Month flyer highlighting the various religious, and cultural heritages celebrated and how staff can participate and celebrate at DCP and across NYC. In Q3, we highlighted events and actives on Lunar New Year, Black History Month, Women’s History Month, Irish American History Month, and Greek American History Month.
* In Q2 FY 25, EEO Office prepared and shared the Diversity Month flyer highlighting the various religious, and cultural heritages celebrated and how staff can participate and celebrate at DCP and across NYC.
* In Q1 FY 25, EEO Office prepared and shared the Diversity Month flyer highlighting the various religious, and cultural heritages celebrated and how staff can participate and celebrate at DCP and across NYC. EEO Office is currently working on flyers to be released for Q3 in recognition of Lunar New Year and Black History Month.
* In Q1 FY 25, EEO Office, EEO Office prepared an e-mail message for agency leadership to share with staff recognizing and celebrating Hispanic Heritage Month.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

* To measure the effectiveness of these actions, EEO will consult with staff via surveys and our ERGs to determine the effectiveness of this goal.

**Workplace Goal/Initiative #3 Update:**

**Q1 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

 “Community Boosters” – an employee-led group. The goal of Community Boosters is to facilitate employee-driven activities through creative, fun, and safe events that build on DCP’s culture of learning, laughing, and growing together.

* In Q4 FY 25, DCP’s Community Boosters started its weekly step challenge for all staff, in an effort to promote health and wellness. This summer Boosters also started its summer book club with the book Harlem Shuffle by Colson Whitehead.
* In Q3 FY 25, DCP’s Community Boosters hosted its third annual “no bake, bake off” competition where staff participated in a no –bake baking competition among each other.
* In Q3 FY 25, DCP’s Community Boosters hosted various walking tours for staff each Wednesday, highlighting local POPs, historic sites and landmarks. These walks are intended to provide a space for staff to not only learn about history of lower Manhattan and the aspects of DCPs work that shape the city, but also an opportunity for staff to connect and build rapport with each other.
* In Q2 FY 25, DCP’s Community Boosters hosted its second annual “no bake, bake off” competition where staff participated in a holiday theme baking competition among each other.
* In Q2 FY 25, DCP’s Community Boosters hosted its annual Halloween “spook-off” divisional decoration contest.
* In Q1 FY 25, Community Boosters kicked off the end of summer with their Booster Book Club which included weekly staff discussions on the book the “Power Broker.” Additional staff events/activities are planned for Q2 FY 25.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

* To measure the effectiveness of these actions, EEO will consult with staff via surveys and our ERGs to determine the effectiveness of this goal.

**Workplace Goal/Initiative #4 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Other Workplace Activities:**

**Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe them, including the dates when the activities occurred.**

* Annual awards ceremony which celebrates and recognizes the diverse accomplishments of agency staff across all divisions. Nominations will be open to all employees, and selections will be reviewed by an Awards Selection Committee made up of division leaders who will make recommendations to the Executive Office for final determination. These awards will span categories that are selective, yet inclusive in the breadth of work and years of service, they span to enable employees working in any function to be eligible for an award. In each year’s award process, a Director’s Diversity, Equity & Inclusion award is given by the Agency Head.
1. **Community and Equity, Inclusion and Race Relations:**

**Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Race Relations included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).**

“How Other Cities Plan Speaker Series,” which features planning leaders from other cities who share their planning practices with a lens on systemic inequities and their impacts on communities served. These sessions have catalyzed a series of interactive discussions facilitated by and amongst employees which are intended to inform DCP’s equity approach to future comprehensive planning work, and other racial equity initiatives.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

* This series as been deferred to FY 26 due to limited time and resources to make this initiative come to fruition in FY 25.
* This series is anticipated to begin in Q2 FY 2025.
* This series was delayed in Q2 due to issues securing potential speakers. The review of this series is underway in Q3.

**Community/Equity/Inclusion Goal/Initiative #1 Update:**

**Q1 Update:** [x]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:**  [ ]  **Planned** [x]  **Not started** [ ]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing**  [ ]  **Delayed**  [x]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing**  [ ]  **Delayed**  [x]  **Deferred**  [ ]  **Completed**

DCP’s Civic Engagement Studio will support the agency in building relationships, increasing trust and transparency, and facilitating stronger partnerships with the communities we serve. The Studio’s workstreams include: Youth Engagement, Planning for a Multi-Lingual City, Creating Tools for Tactical Play, Fostering Community-Driven Narratives, Building a Trauma-Responsive New York City, and Supporting Community Boards.

* In Q4 FY 25, DCP Civic Engagement Studio (CPE) started their Tactical Play work stream. Tactical Play works to engage with new Yorkers around urban planning principles and DCP initiatives through fun, accessible activities. The team worked with New Yorkers on a card activity around basic zoning and planning fundamentals.
* In Q3 FY 25, DCP Civic Engagement Studio (CPE) kicked off their Trauma Informed Planning NYC Workstream that explores topics around vulnerable neighborhoods that were affected by unforeseen climate disasters. The trauma informed planning workstream is an evolving effort to better understand DCP’s roles as planners engaging with communities of stakeholders who have experienced trauma through severe climate, food and services inequity, housing inequities, and safety inequities, in hopes to better equip DCP as a resource in our City.
* In Q2 FY 25, DCP Civic Engagement Studio (CPE) started work on standardizing a standalone curriculum to introduce planning to NYC high school students urban planning and design.
* In Q1 FY 25, DCP Civic engagement studio (CPE) kicked off its youth engagement. CPE created an Urban Planning curriculum that is adaptable and flexible not only for City Planning staff to teach students at Mott Haven High school in the Bronx, but also a curriculum that could be taught by teachers in high schools throughout the city.
* In Q1 FY 25, CPE expand its community board outreach strategies to increase awareness and participation and provide useful information about their community boards through social media and an informational toolkit.
* In Q1 FY 25, CPE launched the Activities Library to the agency that is a home for resources that staff can use to locate and store community engagement activities.
* In Q1 FY 25, CPE Conducted interviews during “walkshops” in the neighborhoods surrounding the Cross Bronx Expressway and created a mini-documentary that shares the perspectives of community members who live nearby.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

* To measure the effectiveness of these actions, EEO consults with staff via surveys, our ERGs, and CPE team to determine the effectiveness of this goal.

**Community/Equity/Inclusion Goal/Initiative #2 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

DCP leadership, the EEO Office, and the Professional Development/Training Office will continue to work closely with DCP for Racial Equity (DCPRE) to address internal reform and craft an internal EDI curriculum for agency staff.

* In Q4 FY 25, work on the EDI curriculum has been stalled due to staff departures. DCP will refine this initiative for FY 26.
* In Q3 FY 25, work on the EDI curriculum has been stalled due to staff departures.
* In Q2 FY 25, work on the EDI curriculum has been stalled due to staff departures.
* In Q2 FY 25, EEO Office met with DCPRE for racial equity to discuss various internal reform initiatives, including 360 reviews, pay equity and transparency.
* In Q2 FY 25, DCP set up a Workplace Committee which is comprised on EEO, Human Capital, COO office, the Professional development and training office, and all DCP ERGs. The intent of the committee is to discuss best practices for internal reform by listening to concerns from staff and ERG members.
* In Q1 FY 25, EEO Officer met with DCPRE’s EDI curriculum staff to discuss EDI glossary terms and to discuss the components of the EDI curriculum. More work still needs to be done, including testing the current material with staff. We continue to work closely with CCCR on the development.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

* To measure the effectiveness of these actions, EEO consults with staff via surveys and our ERGs to determine the effectiveness of this goal.

**Community/Equity/Inclusion Goal/Initiative #3 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing**  [x]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing**  [ ]  **Delayed**  [x]  **Deferred**  [ ]  **Completed**

Adopt the City of Yes for Housing Opportunity text amendment to support equitable housing construction across NYC; to remove racist barriers to affordable housing, and to build affordable housing in high-opportunity neighborhoods.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

* In Q2 FY 25, the NYC City Council voted to approve the City of Yes for Housing Opportunity. DCP and other agencies are now in the process of implementing these measures to address access to affordable housing for people of color in NYC. City of Yes for Housing Opportunity is expected to enable the creation of 82,000 homes over the next 15 years. It is carefully designed to work differently in different neighborhoods and has a number of components.
* In Q1 FY 25, the City of Yes for Housing Opportunity was submitted to the City Planning Commission and was approved by a majority vote. The proposal was thereafter sent to the NYC City Council for debate and approval. The City Council is set to vote on the proposal in Q2.

**Community/Equity/Inclusion Goal/Initiative #4 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [x]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [x]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [x]  **Completed**

* To measure the effectiveness of these actions, EEO consults with the executive team and CPE who connect with community boards to determine the effectiveness of this goal.

# Recruitment

1. **Recruitment Efforts**

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. To further support the career advancement of our current staff, we will consistently communicate internal job opportunities to ensure that all employees are well-informed about cross-functional and promotional openings within the agency.

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

* + - In Q4 FY 25, the agency continued its efforts to fill vacancies and build a diverse, inclusive workforce. Building on the momentum from Q2, we successfully completed the hiring process and selected a Sr. Staff Engagement & Development Program Manager. This new role will help lead efforts to attract new talent and promote internal growth opportunities, particularly by expanding outreach to underrepresented groups through partnerships with colleges and universities, diversity-focused peer networks, and targeted job fairs. Additionally, the Human Capital team continued to share periodic agency-wide communications highlighting promotional opportunities and encouraging staff to advance their career goals.
		- In Q3 FY 25, the agency continued its efforts to fill its vacancies and build a diverse workforce, striving for greater inclusivity and representation. This includes sharing periodic agency-wide communications from the Human Capital team highlighting promotional opportunities and encouraging staff to pursue and further advance their career goals. The agency continues in their recruitment process of hiring a Sr. Staff Engagement & Development Program Manager to help lead and support in attracting new talent and promote internal growth opportunities by actively sourcing candidates from underrepresented groups through partnerships (colleges/universities), diversity-focused peer groups, and job boards.
		- In Q2 FY 25, the agency continued its efforts to fill its vacancies and build a diverse workforce, striving for greater inclusivity and representation. This includes sharing periodic agency-wide communications from the Human Capital team highlighting promotional opportunities and encouraging staff to pursue and further advance their career goals. In Q2 FY 25, the agency started the process of hiring a Staff Engagement & Development Program Manager to help lead and support in attracting new talent and promote internal growth opportunities by actively sourcing candidates from underrepresented groups through partnerships (colleges/universities), diversity-focused peer groups, and job boards.
		- In Q1 FY 25, the agency continued its efforts to fill its vacancies and build a diverse workforce, striving for greater inclusivity and representation. This includes sharing periodic agency-wide communications from the Human Capital team highlighting promotional opportunities and encouraging staff to pursue and further advance their career goals. Additionally, the agency is presently in the process of hiring a Staff Engagement & Development Program Manager to help lead and support in attracting new talent and promote internal growth opportunities by actively sourcing candidates from underrepresented groups through partnerships (colleges/universities), diversity-focused peer groups, and job boards.

**Recruitment Initiatives/Strategies #1 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

* In Q4 FY25, the agency recruited interns for the Summer Internship Program and participated in a job fair hosted by the Earth and Environmental/Geography Programs at the College of Staten Island. These internship opportunities, offered through the NYC Department of City Planning, provide students with hands-on experience in urban planning, environmental research, and data analysis—helping to develop the next generation of planning professionals. Through targeted outreach to local and regional colleges and universities, the agency worked to diversify the intern applicant pool. These efforts focused on engaging students from minority, female, and other traditionally underrepresented backgrounds, further supporting our commitment to equity and inclusion in the planning profession.
* In Q3 FY25, the agency continued its partnership with regional colleges and universities to diversify the pipeline into the planning profession by engaging minority, female, and other traditionally underrepresented groups of candidates. These partnerships support our broader recruitment goals and efforts to build a more inclusive workforce. As part of this outreach, the agency engaged with several CUNY schools—including hosting an information and recruitment session with Lehman College—to promote vacancies and opportunities tied to the upcoming summer internship program.
* In Q2 FY25, the agency continued its partnership with regional colleges and universities to diversify the pipeline of the planning profession by targeting minority, female, and other traditionally underrepresented groups of candidates. This partnership and collaboration help to expand our recruitment efforts. Additionally, the agency attended a virtual career fair event with Rutgers University (Bloustein Fall 2024 Meet & Greet/Career Fair) to promote the agency and showcase employment opportunities at DCP.
* In Q1 FY25, the agency continued its partnership with regional colleges and universities to diversify the pipeline of the planning profession by targeting minority, female, and other traditionally underrepresented groups of candidates. This partnership and collaboration help to expand our recruitment efforts. Additionally, the agency conducted virtual presentations with local colleges to promote the agency and its mission and encourage students to take civil service exams.

**Recruitment Initiatives/Strategies #2 Update:**

**Q1 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q2 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

1. Conduct hiring pools for candidates on the City Planner and Assistant Urban Designer Civil Service lists and will continue to conduct cross-divisional hiring panels to identify the best matches for positions in Borough Offices, Technical, and Strategic divisions. Our goal is to interview candidates with diverse planning backgrounds and experiences to ensure a truly diverse workforce.

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

* + In Q4 FY25, after exhausting the civil service list for the City Planner title, the agency continued its recruitment efforts to fill vacancies in alignment with civil service guidelines. This included engaging candidates who successfully passed the most recent City Planner Exam held in September 2024.
	+ In Q3 FY25, the agency exhausted the civil service list for the City Planner title. However, the agency continued to provide coaching and guidance to hiring managers to pursue candidates that have taken the City Planner exam that was held in September 2024.
	+ In Q2 FY25, the agency exhausted the civil service list for the City Planner title. However, the agency continued to provide coaching and guidance to hiring managers to pursue candidates that have taken the City Planner exam that was held in September 2024.
	+ In Q1 FY25, the agency continued in its effort to utilize the Civil Service list, DCP conducted a hiring pool for the City Planner title in August. Additionally, the Human Capital team, supported the agency's hiring needs by providing individual coaching and guidance to hiring managers in conducting interviews and a robust candidate selection process. In addition to this training, hiring managers were also provided with a Structured Interviewing Guide, containing best practices.

**Recruitment Initiatives/Strategies #3 Update:**

**Q1 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q2 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred**  [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

1. DCP will collaborate with the Diversity Committee (DivComm) of the New York Metro Region American Planning Association to identify opportunities to diversify our recruiting pipeline for planning talent. Additionally, we will leverage social media platforms such as Instagram, Twitter, and LinkedIn to publicize our job opportunities.

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

* + Currently delayed until Staff Engagement & Development Program Manager is onboarded.

**Recruitment Initiatives/Strategies #4 Update:**

**Q1 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [x]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q2 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing**  [x]  **Delayed** [ ]  **Deferred**  [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing**  [x]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:**  [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing**  [x] **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

1. **Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.**
2. **Recruitment Efforts for Civil Service Exams**

**List all recruitment events that were held by the agency to promote open-competitive civil service examinations.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quarter #** | **Event Date** | **Event Name** | **Borough** |
| 1  | August 2024  | Hiring Pool – City Planner  | Manhattan  |
| 1 | September 2024 | NYU City Planner Exam Q&A | Virtual |
| 1 | September 2024  | Columbia University - Urban Planning Program Civil Service 101 Information Session | Virtual |
| 1 | August 2024 | CUNY/Hunter College - Civil Service Exam and Application Process Overview/Workshop for staff and local colleges | Virtual |
| 2 | October 2024 | Rutgers University - Bloustein Fall 2024 Meet & Greet/Career Fair event | Virtual |
| 3 | March 2025 | Lehman College – Recruitment and Info Session | Virtual |
| 4 | April 2025 | College of Staten Island - Spring Career Fair | Staten Island |
|  |  |  |  |
|  |  |  |  |

**List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Borough** | **Approximate Dollar****Amount ($) in Q1** | **Approximate Dollar****Amount ($) in Q2** | **Approximate Dollar****Amount ($) in Q3** | **Approximate Dollar****Amount ($) in Q4** |
| Bronx |  $0 |  $0 | $0 | $0 |
| Brooklyn | $0 | $0 | $0 | $0 |
| Manhattan | $0 | $0 | $0 | $0 |
| Queens | $0 | $0 | $0 | $0 |
| Staten Island | $0 | $0 | $0 | $0 |

1. **Recruitment Sources**

**List recruitment sources used to fill vacancies in the current Quarter (include Q1)**

1. Mayor’s Office for People with Disabilities (MOPD)
2. Target Population: individuals served by MOPD who are part of the disability community.
3. Previous hires from this source.
4. Mayor's Office of Appointments — Talent Development Team
5. Target Population: diverse candidates who are seeking employment within the planning, land use, design, operational, and technology sectors.
6. Previous hires from this source
7. College Partnerships (CUNY, SUNY, NYC Metro Region Planning Programs)
8. Target Population: diverse student and alumni population who are seeking internships and employment within the planning, land use, design, operational, and technology sectors.
9. Previous hires from this source.
10. American Planning Association (APA) Diversity Committee
11. Target Population: diverse candidates who belong to the following subgroups – Blacks in Urban Planning and Development, LGBTQ & Planning, APA Latinos & Planning, and Planning & Women.
12. Previous hires from this source
13. American Planning Association New York Metro Chapter Diversity Committee (APA NYM DivComm)
14. Target Population: diverse candidates who are seeking employment within the planning, land use, design, operational and technology sectors.
15. Previous hires from this source
16. Civil Service List
17. Target Population: diverse candidates who are seeking employment within the planning, land use, design, operational, and technology sectors.
18. Previous hires from this source
19. **Internships/Fellowships**

The agency is providing the following internship opportunities in FY 2025. [**Note:** Please update this information every quarter.]

**Race/Ethnicity\*** **[#s] \* Use self-ID data** **obtained from NYCAPS; Gender\* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] **\* Use self-ID data**

1. Urban Fellows:

Q1 Total: \_\_\_6\_\_\_\_\_ Q2 Total: \_\_\_6\_\_\_\_\_ Q3 Total: \_\_\_\_3\_\_\_\_ Q4 Total: \_\_\_\_1\_\_\_\_

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_1\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_\_1\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Public Service Corps:

Q1 Total: \_\_\_\_\_\_\_\_ Q2 Total: \_\_\_\_\_\_\_\_ Q3 Total: \_\_\_\_\_\_\_\_ Q4 Total: \_\_\_\_\_\_\_\_

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Summer College Interns:

Q1 Total: \_\_\_13\_\_\_\_\_ Q2 Total: \_\_\_\_\_0\_\_\_ Q3 Total: \_\_\_0\_\_\_\_\_ Q4 Total: \_\_\_15\_\_\_\_\_

Race/Ethnicity\* [#s]: Black\_\_1\_ Hispanic\_1\_\_ Asian/Pacific Islander\_\_6\_ Native American\_\_\_ White\_5\_\_ Two or more Races\_2\_\_

Gender\* [#s]: M \_\_7\_ F \_6\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Summer Graduate Interns:

Q1 Total: \_\_\_0\_\_\_\_\_ Q2 Total: \_\_\_0\_\_\_\_\_ Q3 Total: \_\_\_0\_\_\_\_\_ Q4 Total: \_\_\_\_0\_\_\_\_

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Other (specify):

Q1 Total: \_\_\_\_\_\_\_\_ Q2 Total: \_\_\_\_\_\_\_\_ Q3 Total: \_\_\_\_\_\_\_\_ Q4 Total: \_\_\_\_\_\_\_\_

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

**Additional comments:**

1. **55-A Program**

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities. [x]  Yes [ ]  No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2024): \_\_\_\_2\_\_\_\_\_ Q2 (12/31/2024): \_\_\_\_\_\_2\_\_\_\_ Q3 (3/31/2025): \_\_\_\_2\_\_\_\_\_\_ Q4 (6/30/2025): \_\_\_\_\_2\_\_\_\_\_

During the 1st Quarter, a total of \_\_0\_\_ [number] new applications for the program were received.

During the 1st Quarter \_0\_\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

During the 2nd Quarter, a total of \_\_0\_\_ [number] new applications for the program were received.

During the 2nd Quarter \_0\_\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

During the 3rd Quarter, a total of \_\_0\_\_ [number] new applications for the program were received.

During the 3rd Quarter \_0\_\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

During the 4th Quarter, a total of \_\_0\_\_ [number] new applications for the program were received.

During the 4th Quarter \_0\_\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

**The 55-a Coordinator has achieved the following goals:**

1. Disseminated 55-a information –

by e-mail: [ ]  **Yes** [ ]  **No**

in training sessions: [ ]  **Yes** [ ]  **No**

on the agency website: [x]  **Yes** [ ]  **No**

in agency newsletter: [ ]  **Yes** [ ]  **No**

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Selection (Hiring and Promotion)**

**Please review Section VI of your** **FY 2025 Diversity, Equity, Inclusion and EEO Plan** **and describe your activities for this quarter below:**

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan *(e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data).*

Please describe the steps that your agency has taken to meet these objectives.

**1.** Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

* All DCP employees receive notifications when internal job postings are available, providing information on opportunities for promotion and career advancement. These notices ensure that every employee is informed about openings that may align with their skills and aspirations, encouraging career growth within the organization. This approach promotes transparency in hiring and development processes, allowing all team members to consider applying for roles that support their professional goals and contribute to a culture of internal mobility and equitable advancement at DCP.
1. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.
* EEO Officer participates in weekly hiring calls to review candidates for employment, appointment, and promotion in addition to Human Capital quarterly briefings reviewing agency-wide workforce data including trends (attritions, hiring, promotions) and racial/demographic composition.

1. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

The hiring committee at DCP is a collaborative team comprising the Executive Director, Chief Operating Officer, and the EEO Officer, all working together to ensure fair and equitable hiring practices across the agency. The EEO Officer plays an essential role in the committee, actively participating in weekly hiring calls to assess candidates for employment, appointments, and promotions. This level of involvement enables the EEO Officer to address any diversity and inclusion concerns as they arise, promoting equitable treatment and eliminating potential biases in hiring decisions.

To support these efforts, an EEO Specialist prepares detailed weekly reports for the hiring committee's review. These reports provide an in-depth analysis of the division's current demographic makeup in comparison to the demographics of the candidate pool for each proposed hiring decision. By examining these data points, the committee gains valuable insights into the agency’s diversity landscape and the representation within each division, helping them make data-informed decisions that align with DCP's diversity, equity, and inclusion goals.

This structured approach ensures that every hiring decision is viewed through an equity lens, helping DCP build a diverse workforce that reflects the city’s population and embodies DCP’s commitment to inclusive employment practices. Through regular, data-driven discussions, the hiring committee promotes a culture of accountability and transparency in hiring, fostering a workplace environment where every employee has equitable access to opportunity.

1. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

In quarterly Human Capital briefings, the EEO Officer and Human Capital team conduct comprehensive reviews of data and trends related to the impact of layoffs, terminations, and other employment changes across racial, gender, and age demographics. These briefings are informed by data drawn from multiple sources, including CEEDS (Citywide Equal Employment Database System), CHRMS (City Human Resources Management System), NYCAPS (New York City Automated Personnel System), as well as insights from exit interviews, internal surveys, and other workforce assessments. This robust data analysis helps DCP understand patterns in workforce composition, retention, and turnover, providing critical insights into how different groups are affected by staffing changes.

1. Other:

**During this Quarter the Agency activities included:**

 **# of Vacancies # of New Hires # of New Promotions**

**Q1**  **# \_\_41\_\_\_**  **# \_\_\_11\_\_**  **# \_\_18\_\_\_**

**Q2**  **# \_\_40\_\_\_**  **# \_\_\_7\_\_**  **# \_\_14\_\_\_**

**Q3**  **# \_\_\_37\_\_**  **# \_\_\_14\_\_**  **# \_\_\_8\_\_**

**Q4**  **# \_\_24\_\_\_**   **# \_\_\_10\_\_**   **# \_\_3\_\_\_**

# Training

***Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).***

# Reasonable Accommodation

**Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:** [**https://mspwva-ctwapx02.csc.nycnet/Login.aspx**](https://mspwva-ctwapx02.csc.nycnet/Login.aspx)

**The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:**

Q1: [x]  Yes [ ]  No Q2: [x]  Yes [ ]  No Q3: [x]  Yes [ ]  No Q4: [x]  Yes [ ]  No

# Compliance and Implementation of Requirements Under Executive Orders and Local Laws

1. **Local Law 92: Annual Sexual Harassment Prevention training**

***Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).***

1. **Local Law 97: Annual Sexual Harassment Reporting**

[ ]  The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: [x]  Yes [ ]  No Q2: [x]  Yes [ ]  No Q3: [x]  Yes [ ]  No Q4: [x]  Yes [ ]  No

[ ]  The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: [x]  Yes [ ]  No Q2: [x]  Yes [ ]  No Q3: [x]  Yes [ ]  No Q4: [x]  Yes [ ]  No

[ ]  The agency ensures that complaints are closed within 90 days.

**Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:** [**https://mspwva-ctwapx02.csc.nycnet/Login.aspx**](https://mspwva-ctwapx02.csc.nycnet/Login.aspx)

1. **Executive Order 16: Training on Transgender Diversity and Inclusion**

***Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).***

#  Audits and Corrective Measures

Please choose the statement that applies to your agency.

[x]  The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.

[ ]  The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 [ ] Attach the audit recommendations by EEPC or the other auditing agency.

 [ ] If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.

[ ]  The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

 **Please attach a copy of the Certificate of Compliance from the auditing agency.**

# Appendix A: EEO Personnel Details

**EEO Personnel For \_\_Q4\_\_ Quarter, FY 2025**

**Personnel Changes:**

|  |  |  |
| --- | --- | --- |
| **Personnel Changes this Quarter:** [x]  **No Changes** | **Number of Additions:**  | **Number of Deletions:**  |
| **Employee's Name & Title** |  |  |  |
| **Nature of change** | [ ]  Addition [ ]  Deletion | [ ]  Addition [ ]  Deletion | [ ]  Addition [ ]  Deletion |
| **Date of Change in EEO Role** | Start Date or Termination Date:  | Start Date or Termination Date:  | Start Date or Termination Date:  |
|  |
| **Employee's Name & Title** | **4.** | **5.** | **6.** |
| **Nature of change** | [ ]  Addition [ ]  Deletion | [ ]  Addition [ ]  Deletion | [ ]  Addition [ ]  Deletion |
| **Date of Change in EEO Role** | Start Date or Termination Date:  | Start Date or Termination Date:  | Start Date or Termination Date:  |

|  |
| --- |
| **For New EEO Professionals:** |
| **Name & Title** |  |  |  |
| **EEO Function**  | [ ]  EEO Officer [ ]  EEO Counselor[ ]  EEO Trainer [ ]  EEO Investigator[ ]  55-a Coordinator [ ]  Other: (specify) | [ ]  EEO Officer [ ]  EEO Counselor[ ]  EEO Trainer [ ]  EEO Investigator[ ]  55-a Coordinator [ ]  Other: (specify) | [ ]  EEO Officer [ ]  EEO Counselor[ ]  EEO Trainer [ ]  EEO Investigator[ ]  55-a Coordinator [ ]  Other: (specify) |
| **Percent of Time Devoted to EEO** | [ ]  100% [ ]  Other: (specify %):  | [ ]  100% [ ]  Other: (specify %):  | [ ]  100% [ ]  Other: (specify %):  |
|  |
| **Name & Title**  | **4.** | **5.** | **6.** |
| **EEO Function** | [ ]  EEO Officer [ ]  EEO Counselor[ ]  EEO Trainer [ ]  EEO Investigator[ ]  55-a Coordinator [ ]  Other: (specify) | [ ]  EEO Officer [ ]  EEO Counselor[ ]  EEO Trainer [ ]  EEO Investigator[ ]  55-a Coordinator [ ]  Other: (specify) | [ ]  EEO Officer [ ]  EEO Counselor[ ]  EEO Trainer [ ]  EEO Investigator[ ]  55-a Coordinator [ ]  Other: (specify) |
| **Percent of Time Devoted to EEO** | [ ]  100% [ ]  Other: (specify %):  | [ ]  100% [ ]  Other: (specify %):  | [ ]  100% [ ]  Other: (specify %):  |

|  |
| --- |
| **EEO Training Completed within the Last two years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):** |
| **Name & EEO Role**  | 1. **David Machado – EEO Officer**
 | **2. Calvin Degrasse**  | **3.**  |
| **Completed EEO Trainings:**1. **Everybody Matters-EEO and D&I**
2. **Sexual Harassment Prevention**
3. **lgbTq: The Power of Inclusion**
4. **Disability Awareness & Etiquette**
5. **Unconscious Bias**
6. **Microaggressions**
7. **EEO Officer Essentials:**

**Complaint/Investigative Processes**1. **EEO Officer Essentials:**

 **Reasonable Accommodation**1. **Essential Overview Training**

**for New EEO Officers**1. **Understanding CEEDS Reports**
 | [x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[ ]  Yes [ ]  No[x]  Yes [ ]  No | [x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[ ]  Yes [x]  No[x]  Yes [ ]  No[ ]  Yes [x]  No[x]  Yes [x]  No | [ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No |

|  |
| --- |
| **EEO Training completed within the last two years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):** |
| **Name & EEO Role** | **4.** | **5.** | **6.** |
|

|  |
| --- |
| **Completed EEO Trainings:**1. **Everybody Matters-EEO and D&I**
2. **Sexual Harassment Prevention**
3. **lgbTq: The Power of Inclusion**
4. **Disability Awareness & Etiquette**
5. **Unconscious Bias**
6. **Microaggressions**
7. **EEO Officer Essentials:**

 **Complaint/Investigative Processes**1. **EEO Officer Essentials:**

 **Reasonable Accommodation**1. **Essential Overview Training**

 **for New EEO Officers**1. **Understanding CEEDS Reports**
 |
|  |

 | [ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No | [ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No | [ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No |

**EEO Personnel Contact Information (Please list all current EEO professionals)**

**Please provide full mailing address of the principal Agency EEO Office:**

 **MAILING ADDRESS: 120 Broadway, 31ft, New York, NY 10271**

**Diversity and EEO Staffing as of \_Q4\_\_Quarter FY 2025\***

| **EEO\Diversity Role** | **Name** | **Civil Service Title** | **% of Time Devoted to EEO & DEI** | **Office E-mail Address** | **Telephone #** |
| --- | --- | --- | --- | --- | --- |
| **EEO Officer/Director** | David Machado | Executive Agency Counsel  | 100% | Dmachado@planning.nyc.gov    | 212-720-3414 |
| **Deputy EEO Officer OR****Co-EEO Officer** | N/A |  |  |  |  |
| **Chief Diversity & Inclusion Officer** | N/A |  |  |  |  |
| **Diversity & Inclusion Officer** | N/A |  |  |  |  |
| **Chief Diversity Officer/Chief MWBE Officer per E.O. 59** | Maleenee Kaisaram  | Community Coordinator  | 10% | MKaisaram@planning.nyc.gov   | 212-720-3561 |
| **ADA Coordinator** | David Machado | Executive Agency Counsel  | 100% | Dmachado@planning.nyc.gov    | 212-720-3414 |
| **Disability Rights Coordinator** | Calvin DeGrasse  | Community Coordinator  | 100% | CDegrasse@planning.nyc.gov  | 212-720-3508 |
| **Disability Services Facilitator** | Soki Ng     | Associate urban designer    | 1% | SNg@planning.nyc.gov  | 212-720-3508 |
| **55-a Coordinator** | Martin Altre  | Community Coordinator  | 10% | MAltre@planning.nyc.gov | 212-720-3259 |
| **Career Counselor** | Farhan Kapadia  | Assistant Director of Strategic Operations  | 10% | FKapadia@planning.nyc.gov  | 212-720-3680  |
| **EEO Counselor** | N/A |  |  |  |  |
| **EEO Investigator** | N/A |  |  |  |  |
| **EEO Counselor\ Investigator**  | N/A |  |  |  |  |
| **Investigator/Trainer** | N/A |  |  |  |  |
| **EEO Training Liaison** | N/A |  |  |  |  |
| **Other (specify)** | N/A |  |  |  |  |
| **Other (specify)** | N/A |  |  |  |  |

\* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.