

## FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

<b>AGENCY NAME:</b> <u>DEPARTMENT OF CITY PLANNING</u>			
<input checked="checked" type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due October 29, 2021		<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 31, 2022	
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 29, 2022		<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 29, 2022	
<b>Prepared by:</b>			
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<b>Date Submitted:</b> <u>February 17, 2022</u>			
<b><u>FOR DCAS USE ONLY:</u></b>		<b><u>Date Received:</u></b>	

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022**

**[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022.**

**For Q2, Q3 and Q4 use previous quarter's submission to update, retaining all information for the prior quarters]**

1. Please save this file as '**XXXX Quarter X FY 2022 DEEO 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 and EEO Training Summary" details in Part II - Training Summary [see the attached Excel file]. Under Section 10 ("Other Diversity/EEO Related"), 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.
3. 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.]
4. Please save the Excel file as '**XXXX Quarter X FY 2022 DEEO 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.

**PART I: NARRATIVE SUMMARY****I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees? ☐ Yes, On (Date): \_\_\_\_\_ ☒ No  
☐ By e-mail  
☐ Posted on agency intranet  
☐ Other \_\_\_\_\_

**II. RECOGNITION AND ACCOMPLISHMENTS**

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

- ☐ Diversity & EEO Awards
- ☐ Diversity and EEO Appreciation Events
- ☐ Public Notices
- ☐ Positive Comments in Performance Appraisals
- ☒ Other (please specify): DCP award recognitions are targeted for FY22 Q2

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

### III. WORKFORCE REVIEW AND ANALYSIS

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

Q1 (9/30/2021): 274 Q2 (12/31/2021): \_\_\_\_\_ Q3 (3/31/2022): \_\_\_\_\_ Q4 (6/30/2022): \_\_\_\_\_

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

☐ Yes , On (Date): \_\_\_\_\_ ☐ Yes , again on (Date): \_\_\_\_\_ ☒ No

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

☐ Agency's intranet site

☐ Newsletters and internal Agency Publications

☒ On-boarding of new employees

3. The agency conducted a review of the dashboard sent 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.

☒ Yes , On (Dates):

Q1 Review Date: 7/16/2021 Q2 Review Date: \_\_\_\_\_ Q3 Review date: \_\_\_\_\_ Q4 Review date: \_\_\_\_\_

The review was conducted with:

☒ Human Resources

☐ Human Resources

☐ Human Resources

☐ Human Resources

☒ Agency Head

☐ Agency Head

☐ Agency Head

☐ Agency Head

☒ General Counsel

☐ General Counsel

☐ General Counsel

☐ General Counsel

☒ Other COO

☐ Other \_\_\_\_\_

☐ Other \_\_\_\_\_

☐ Other \_\_\_\_\_

☐ Not conducted

☐ Not conducted

☐ Not conducted

☐ Not conducted

#### IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

##### A. WORKFORCE:

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>FY22 goals are centered around developing strategies across the recruitment and talent management continuum to increase representation, professional development and career mobility across historically underrepresented groups across our workforce.</p> <p><b>Goal 1:</b> Increase agency-wide transparency regarding DCP's demographics, talent outcomes and compensation. Due to the continued fiscal impact of the COVID-19 pandemic, and Civil Service mandates, efforts to re-align and tackle pay equity are stymied both fiscally and systemically. Publishing and unpacking the data in a more transparent way is step one.</p>	<p>Sought input from agency senior leadership to expand internal and external applicant pools by deepening partnerships with academic institutions, that attract a more diverse student body, and professional affinity associations to address the underutilization through outreach strategies for broader recruitment.</p> <p>Continued outreach efforts to inform and encourage applications for the upcoming civil service examinations.</p> <p>Prepared Executive briefing with EEO Officer using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p><b>Goal 2:</b> Expand professional development and professional growth offerings for Black and LatinX staff who are underrepresented in the Planning profession, however, overrepresented in administrative, Human Resources, Operations and ITD roles. This will be achieved via surveying for professional development goals, skills gaps and opportunity as a baseline in support setting goals in this area.</p>	<p>DCP is also exploring development of a targeted professional development program for administrative staff which are largely Black and LatinX and have limited pathways to leverage and grow skillset beyond current administrative functions. The goal is to identify ways in which they can provide more targeted support that goes more deeply into the work of supporting planning efforts. Additionally, we aim to create pathways for upward mobility and pathway into the profession of planning in line with Civil Service advancement opportunities. We are targeting FY22 Q2 to administer an agency wide survey for non-planning-based staff to assess their needs and desire for training courses.</p>	<p> <input type="checkbox"/> Planned  <input checked="" type="checkbox"/> Not started  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed         </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>
<p><b>Goal 3:</b> Leverage staff and leadership vacancies to address underrepresentation in these roles. Support strategies include: (1) Continued drive to ensure a diverse internship program that attracts historically underrepresented groups in Planning and aggressive networking and (2) Qualitative assessment across industry stakeholders around strengths and gaps to attract a diverse senior candidate pool in comparison to competitors across other city agencies and the private sector.</p>	<p>(1) In Q4 FY21 and Q1 FY22 (June-August 2021), the agency hosted a paid virtual internship program beginning with twenty-seven (27) interns, losing one to a fulltime role outside of the agency midway through the program. Of these interns, eighteen (18) were DCP interns and eight (8) interns were placed at the agency through a partnership with the Civic Innovation Corps – Coding It Forward program. Of the twenty-six interns who completed the program, sixty-nine percent (69%) identified as either Asian, Black, Hispanic or Two or More Races.</p> <p>At the end of Q1 FY22, the agency's Fall virtual credit-bearing internship program launched with nine (9) interns. Of these interns, fifty-five percent (55%) identified as either Asian, Black or Two or More Races.</p> <p>(2) In Q1 FY22 we began initial data gathering across City agency stakeholders, centered on</p>	<p> <input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed         </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>

	salary, agency function and size. In Q2 FY22 we anticipate continuing this qualitative assessment.				
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.					

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>We strive to create and maintain a workplace that fosters community, values the experiences of all represented groups, and fosters the professional development of all employees. FY22 goals in this area are centered around a collective re-imagining of what the workplace looks like in a pandemic/post-pandemic world in terms of how we work, what we value, and how we collectively demonstrate living these values day-to-day at levels of the organization.</p> <p><b>Goal 1:</b> Develop and codify agency-wide values through an interactive all-agency feedback process across anonymous, individual and group discussions based on employee preference. While the final identified values will be decided by the Executive Office, the process will be informed by employees towards an aspirational and inclusive culture designed to empower all. This statement will serve as guiding principles for our workplace and how we approach our work to serve NYC neighborhoods.</p>	<p>This initiative is an agency-wide conversation set to codify a statement that highlights our values, sets the cornerstones of our culture, and motivates and empowers us to deliver excellence for ourselves, our colleagues, our team members, our stakeholders, and our communities. Through this process, we seek to establish new behaviors, guidepost, and norms that represent our ideals and values. The engagement for this effort is broad and inclusive ranging from DCP's Executive Office, self-formed Values Statement Initiative Team and with input collected from agency-wide surveys.</p> <p>Working with DCP's Executive Office and Human Capital team, the Values Statement Initiative team is finalizing values derived from significant input and feedback from staff across the agency. All staff were invited to participate in a Lunch and Learn, small group sessions and/or provide feedback via an anonymous survey. We expect to finalize agency wide values by FY22 Q2.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>Goal2:</b> Drive a coordinated call-to-action for underrepresented groups to form ERGs to amplify their voices, contribute to a more inclusive and equitable workplace culture and support targeted talent initiatives across the agency. Through our commitment and support of Employee Resource Group (ERG), the Women's Empowerment Resource Coalition (WERC) has set a strong example for other ERGs to form. WERC has launched subgroups, organized a mentorship program, and hosted events featuring past and present woman leaders.	Promote and facilitate initiation of new ERGs at DCP.	<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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		<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.					



## C. COMMUNITY:

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan.  • <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the variety of communities that are served.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>Our goal is to ensure that we utilize a DEI (Diversity, Equity and Inclusion) lens in the way we perform planning activities with, for, in and with our communities, including by providing sufficient accessibility across language and disability when we engage with the public.</p> <p>Through the Civic Engagement Studio (Studio) launched in Q2 FY21, we will build relationships, increase trust and facilitate stronger partnerships with the communities we serve and our stakeholders.</p> <p>The Studio has twenty-four (24) Specialists selected through an internal recruitment process and supported by a senior management team. The Specialists have identified <b>six (6) initial workstreams to explore and identify improvements in how we engage New Yorkers at DCP:</b></p> <p>Broaden and Diversify Input in Statement of Needs Process, Equity and Displacement Vulnerability, Lookback at Engagement Practices, Post-Mortem of Past Community Engagement, Trauma-Informed Planning and Youth Engagement.</p>	<p>Work underway in <b>six (6) initial workstreams to explore and identify improvements in how we engage New Yorkers at DCP:</b></p> <p>Broaden and Diversify Input in Statement of Needs Process, Equity and Displacement Vulnerability, Lookback at Engagement Practices, Post-Mortem of Past Community Engagement, Trauma-Informed Planning and Youth Engagement.</p> <p>During this quarter, work initiated across all six Studio workstreams. Activities included: team building, initial research and development of topic areas for focus of workstreams, and development of engagement strategy and initial outreach with agency partners (HPD, DOHMH and a NYC Public School).</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.					

**D. EQUITY and RACE RELATIONS INITIATIVES:**

Please specify Equity and Race Relations Initiatives embarked on or continued from previous year(s) the quarter (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe briefly the activities, including the dates when the activities occurred.

DCP is committed to furthering its work to examine how its practices, policies, operations and working relationships across all levels have contributed to systemic racism and its impacts internally and on the communities we serve. We understand this will be an ongoing effort, and that it is essential that we start by educating ourselves on the history and root causes of discriminatory policies and their resulting disparate outcomes. Our initial work together will be guided by facilitated sessions for active listening, understanding of the language and approach that we'll use to shape future equity and race relations initiatives reflected in this and future plans.

Agency-wide anti-racism and Unconscious Bias training are being led in FY 22 via our racial equity training partner, Olive Branch Educators (OBE). In Q1 FY22, senior staff focus groups were underway with staff sessions set to begin in Q2. At the end of Q3 FY22, DCP plans to administer an agency-wide survey on how we experience racism and bias within the agency and evaluate them against Q2 FY21 responses. This will be a data point to inform setting of additional goals.

Additionally, in Q1 FY22 DCP continued to serve as an active stakeholder within the interagency Racial Justice Commission. DCP will contribute recommendations to the Commission's final report and recommendations in Q1 and Q2. DCP anticipates resulting Charter and/or policy and programmatic changes may inform the shaping of future DCP strategic planning initiatives with a racial equity lens, including those related to Comprehensive Planning.

In Q1 FY22, DCP continued internal individual and Department-wide roundtables as part of an effort to examine adoption of a Comprehensive Planning approach to carrying out land use and neighborhood planning across New York City. Following roundtables, inputs will be synthesized to inform strategies to address gaps and opportunities for change identified through these initial discussions.

DCP initiated work on work stemming from the Racial Disparity reporting legislation and commitments made in *"Where We Live NYC"* the City's Fair Housing Plan to ensure transparency and disclosure of demographic information about communities in which land use actions are proposed. In collaboration with partners at HPD, an interdivisional team within DCP worked on development of a data tool and reporting process to aid in the sound interpretation of the data.

## V. RECRUITMENT

### A. RECRUITMENT EFFORTS

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2022 Diversity 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):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
As part of an intra-agency taskforce, DCP will now participate in a two (2) year Housing-Planning Fellowship, in partnership with the NYC Housing Development Corporation (HDC), the NYC Housing Preservation and Development (HPD) and the NYC Economic Development Corporation (EDC). Each program semester, two (2) fellows will be placed at each agency, allowing fellows the opportunity to work at each organization over the fellowship term.	DCP implemented the recruitment and selection for the first rotation of the Housing-Planning Fellowship in FY22. The fellowship program is aimed at helping the four agencies work together to attract and support candidates from more diverse background, including a diversity of professional backgrounds and personal experiences in community planning and economic and housing development.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
We have established outreach efforts to planning programs that have diverse student communities, especially those who have been traditionally underrepresented in the planning profession. Through our partnership with City University of New York (CUNY) and the Mayor's Office for People with Disabilities (MOPD), we are seeking to diversify	Continued partnership with CUNY and MOPD to diversify the pipeline of the planning profession by targeting minority, female and other traditionally underrepresented groups of candidates.  Participation in monthly DivComm meetings to	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>the pipeline of the planning profession by targeting minority, female and other traditionally underrepresented groups of candidates.</p> <p>DCP will build and enhance its connection with the Diversity Committee (DivComm) of the New York Metro Region American Planning Association.</p>	<p>identify opportunities to diversify DCP's recruiting pipeline for its planning talent.</p>	<input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred.</p>					
<p>Recruitment and selection were completed in Q1 FY22 and eight Fellows have been identified for a mid-September start and will rotate between agencies over a two-year schedule (six-months at each agency). Fellows were placed within two DCP divisions, Bronx Borough office and Planning Coordination. Planning activities will include development of studies and plans targeting low-income communities and providing support to community boards to empower their participation in the annual Community District Needs and Budget Requests process, which informs City decision making in the Budget cycle.</p>					

## B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022:

**[NOTE:** Please update this table every quarter]

Type of Internship\Fellowship	Total	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			M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps			M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	18	Asian: 7;	M __8_ F _10_ N-B ___ O ___ U ___

		Black: 2; Hispanic: 1; Two or More Races: 4; White: 4	
4. Summer Graduate Interns	8	Asian: 3; Hispanic: 1; White: 4	M __4__ F __4__ N-B __ O __ U __
5. Other (Fall College Interns):	2	Asian: 2	M __2__ F __0__ N-B __ O __ U __
6. Other (Fall Graduate Interns):	7	Black: 2; Two or more Races: 1; White: 4	M __3__ F __4__ N-B __ O __ U __

*Additional Comments:*

During Q4 FY21 and Q1 FY22, the agency hosted a virtual paid Summer internship program. Fourteen (14) summer interns were enrolled or recently graduated from regional schools, including four (4) at City University of New York (CUNY) schools.

Starting at the end of Q1 FY22 through Q2 FY22, the agency hosted a virtual credit-bearing Fall internship program. All nine (9) fall interns were enrolled in regional schools, including eight (8) at City University of New York (CUNY) schools.

**C. 55-A PROGRAM**

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

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

Q1 (9/30/2021): 2 Q2 (12/31/2021): \_\_\_\_\_ Q3 (3/31/2022): \_\_\_\_\_ Q4 (6/30/2022): \_\_\_\_\_

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 \_\_\_\_\_ [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 \_\_\_\_\_ [number] new applications for the program were received.

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

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

During the 4th Quarter \_\_\_\_\_ 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: ☒ Yes ☐ No  
through an agency newsletter: ☐ Yes ☒ No

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

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

**VI. SELECTION (HIRING AND PROMOTION)**

Please review Section VI of your Annual Plan and describe your activities for this quarter below:

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2022 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i> )	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	Notices were sent to all DCP employees when new job postings are made offering opportunities for promotion and career development.
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	DCP reviewed methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions. This work involves collaboration between EEO and Human Capital for review of data and discussion with Executive Office on changes to practices.
Involve the agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)	EEO Officer coordinated with DCAS to obtain customized data pulls of workforce demographic data to inform review of candidates for employment, appointment and promotion at DCP. In addition, DCP's EEO Officer participates in Human Capital quarterly briefings, reviewing agency-wide workforce demographic data, including trends related to attrition, hiring and promotions.
Analyzing the impact of layoffs or terminations on racial, gender and age groups	Data and trends on the impact of layoffs or terminations on racial, gender and age groups are reviewed in quarterly Human Capital Executive briefings with EEO Officer, as applicable.



Other:					
During this Quarter the Agency activities included:		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
	# of Vacancies	# <u>79</u>	# <u>    </u>	# <u>    </u>	# <u>    </u>
	# of New Hires	# <u>5</u>	# <u>    </u>	# <u>    </u>	# <u>    </u>
	# of New Promotions	# <u>26</u>	# <u>    </u>	# <u>    </u>	# <u>    </u>

**VII. TRAINING**

*Please provide your training information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).*

**VIII. 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://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

**IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**

**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

*Please provide E.O. 16 Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**B. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER /CHIEF MWBE OFFICER**

☐ The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: \_\_\_\_\_

**C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Please provide Sexual Harassment Prevention Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**D. 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** ☒ ☐

**Q2** ☐

**Q3** ☐

**Q4** ☐

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

☒ ☐ 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://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>**

**E. LOCAL LAW 101: CLIMATE SURVEY**

**Please provide a short description of your efforts to analyze the results of climate survey in your agency.**

*Describe any follow-up measures taken to address the results of the 2018 Climate Survey:*

DCP has developed, implemented and communicated its processes and practices related EEO Complaint investigations, Sexual Harassment Prevention and Reasonable Accommodations and will continue to evaluate these program areas for improvements.

*Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):*

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## X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

☒ ☐ The agency is NOT involved in an audit conducted by NYC 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 NYC EEPC or the other auditing agency.

☐ The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2022.

☐ The agency received a Certificate of Compliance from the auditing agency.

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

**APPENDIX: DCP EEO PERSONNEL DETAILS**  
**EEO PERSONNEL FOR 1 QUARTER, FISCAL YEAR 2022**

**A. PERSONNEL CHANGES**

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions: 1</b>
<b>Employee's Name &amp; Title</b>	1.	2.	3. Imani Moye
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date: July 8, 2021
<b>Employee's Name &amp; Title</b>			
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<b>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>	4.	5.	6.
<b>EEO Function</b>	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Percent of Time Devoted to EEO</b>	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
<b>Name &amp; Title</b>			
<b>EEO Function</b>	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Percent of Time Devoted to EEO</b>	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> 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. Sarah Goldwyn	2. Niki Stanley	3. Darling Guido
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO/D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. EEO Awareness	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Diversity & Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. Disability Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Completed OCEI Trainings:</b>			
A. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name &amp; EEO Role</b>	<b>4. Yvette Clairjeane</b>	<b>5.</b>	<b>6.</b>
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO/D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. EEO Awareness	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Diversity & Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Disability Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Completed OCEI Trainings:</b>			
A. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**B. CONTACT INFORMATION (Please list ALL current EEO professionals)****DIVERSITY AND EEO STAFFING IN DCP AS OF QUARTER 1 FY 2022 \***

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>EEO Officer/Director</u>	Sarah J Goldwyn	Administrative City Planner	50	<a href="mailto:sgoldwy@planning.nyc.gov">sgoldwy@planning.nyc.gov</a>	212.720.3464
<u>Deputy EEO Officer OR Co-EEO Officer</u>	N/A				
<u>Chief Diversity &amp; Inclusion Officer</u>	Niki Stanley	Administrative Staff Analyst—Level M5	20	<a href="mailto:nstanley@planning.nyc.gov">nstanley@planning.nyc.gov</a>	212.720.3650
<u>Diversity &amp; Inclusion Officer</u>	N/A				
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Vacant				
ADA Coordinator	Darling Guido	Principal Administrative Associate (PAA) - Non Supervisor – Level 3	5	<a href="mailto:dguido@planning.nyc.gov">dguido@planning.nyc.gov</a>	212.720.3420
Disability Rights Coordinator	Darling Guido	Principal Administrative Associate (PAA) - Non Supervisor – Level 3	5	<a href="mailto:dguido@planning.nyc.gov">dguido@planning.nyc.gov</a>	212.720.3420
Disability Services Facilitator	Darling Guido	Principal Administrative Associate (PAA) - Non	5	<a href="mailto:dguido@planning.nyc.gov">dguido@planning.nyc.gov</a>	212.720.3420

		Supervisor – Level 3			
55-a Coordinator	Darling Guido	Principal Administrative Associate (PAA) - Non Supervisor – Level 3	5	<a href="mailto:dguido@planning.nyc.gov">dguido@planning.nyc.gov</a>	212.720.3420
Career Counselor	Niki Stanley	Administrative Staff Analyst—Level M5	5	<a href="mailto:nstanley@planning.nyc.gov">nstanley@planning.nyc.gov</a>	212.720.3650
EEO Counselor	Vacant				
EEO Investigator	N/A				
EEO Counselor\ Investigator	N/A				
Investigator/Trainer	N/A				
EEO Training Liaison	Vacant				
Recruitment, Diversity & Inclusion Program Manager	Yvette Clairjeane	Community Coordinator	<b><u>75</u></b>	<a href="mailto:yclairjeane@planning.nyc.gov">yclairjeane@planning.nyc.gov</a>	212.720.3209
Other (specify)					

\* 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.