



James W. Hendon
COMMISSIONER

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DEPUTY COMMISSIONER

Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan

Fiscal Year 2025

NYC Department of Veterans' Services

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I. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).

On behalf of the Department of Veterans' Services, I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City EEO Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, and agency partners, and members of the public served by our Agency.

I will strive to achieve the greatest possible diversity among our workforce, to create an inclusive culture of openness, tolerance, and cooperation in our workplaces, to promote equity in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our city's population.

I will involve my entire leadership team in our efforts to enhance and promote the values of equity, inclusion, and respect for all. All executives, managers and supervisors in our agency will be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, and for delivering equitable, fair, and effective services to the public we serve.

I will hold the top leadership of our agency, as well as the EEO Officer, all EEO professionals, human resources professionals, legal professionals, managers, and supervisors accountable for ensuring that the agency does not discriminate against employees or applicants for employment. We shall support the diversity, equity, and inclusion initiatives at the agency by observing EEO mandates and working with dedication to attain agency goals in this area. All agency staff must be compliant with the City's EEO Policy and the implementation of this Diversity and EEO Plan.

I will involve the EEO Officer in critical human resources decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning.

We will report to DCAS on the steps undertaken to comply with all legal mandates and the provision of the various Executive Orders and laws prohibiting employment discrimination in New York City, and on the progress in implementing this Plan.

The Agency EEO Officer / Chief Diversity and Inclusion Officer Johanna Perez will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Her contact information will be prominently available to all employees.

During this Fiscal Year 2025, I will announce this Commitment Statement to our employees, to affirm the principles of diversity, inclusion, and equal employment opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

☒ This statement is the same as last year.

NOTE: If this statement has been in use for more than two years the Agency Head should issue a revised statement.

☒ This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. Agency has and will continue to contract minority and women owned business enterprises (MWBES).
2. Agency had and will continue community outreach and agency services.
3. Agency has complied with EEO mandatory annual trainings.
4. Agency has and will continue to participate in the Department of Veterans Affairs Work Study Work Site Program.
5. ~~Agency has and will continue to participate in the New York State Industries for the Disabled —Program.~~ Agency has and will continue to recognize and celebrate diversity, equity with internal events and programming.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2024

Total Headcount: 36

1. As per the collective bargaining agreement, all employees are currently receiving salaries in line with the union contract/MPO except for two employees. However, they will both be eligible for an incumbent salary increase on December 19, 2024. A formal request will be submitted to OMB for the implementation of their salary adjustments in accordance with the terms of their union agreement.
2. In FY 2025, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:
 - ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
 - ☐ Agency's intranet site
 - ☒ On-boarding of new employees
 - ☒ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
 - ☒ In FY 2025, the agency will inform and remind employees of the option to add preferred name in ESS.

Below please provide the number of employees in your agency whose demographic information is unknown (these numbers are available on the total line of CEEDS report EBEPR210).

Unknown Race/Ethnicity _____ Unknown Gender _____ Unknown Both 1

☒ The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

Agency Head

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (___BUDGET ___specify)

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

☒ The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

iv. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2025

A. WORKFORCE

State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workforce.

Workforce:

- Our people are our greatest asset; we are committed to recruiting, developing, and retaining a diverse and inclusive workforce which reflects our City's communities. DVS fulfills this mission by providing New York City's Veterans with essential services and programs focused on pivotal areas such as economic empowerment, housing security, benefits, health and wellness, and culture

Workplace:

- We would like our present and future employees to view us as an employer of choice. We will continue to provide a workplace that values diversity of thought and background. We actively encourage current employees to further enhance their skill set and make sure they are aware of current NYC Workwell and EAP programs they can participate in if needed.

Community:

- The hallmark of continuing economic development and recovery is through outreach, utilization of and investment in our communities.

Equity, Inclusion and Race Relations Initiatives:

- We will continue to develop equity and race relations initiatives by working closely with managers and employees. We will make sure that every employee participates in Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees.

Planned Programs, Initiatives, Actions aimed at Workforce:

- A.** The agency will address underutilization in FY 2025 by expanding internal and external applicant pools through outreach strategies for broader recruitment. DVS will launch outreach efforts to inform and encourage applications for the upcoming civil service examinations. We will continue to use the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.

The agency will implement the following strategies to address the impending retirement of employees and possible loss or gap in talent:

- Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service, especially for critical managerial positions.
- Encourage agency employees to take promotional civil service examinations.

The agency will implement the following initiatives to develop and retain employees:

- Institute coaching, mentoring and cross training programs.
- Implement initiatives to improve the personal and professional development of employees.
- Conduct assessment to ensure pay and promotions are equitable.

B. WORKPLACE

The agency will continue to take initiatives to create an inclusive work environment that values differences. Currently we have the People & Culture Committee who have and will continue to plan cultural celebrations.

Planned Programs, Initiatives, Actions aimed at Workplace:

DVS has begun to have employees participate in the below:

March 11, 2024, Roundtable discussion held at Hostos Community College with Latino Veterans and staff about community needs and opportunities.

February 20, 2024, Documentary screening and discussion with staff about the Harlem Hell Fighters to celebrate Black History Month. Black History Month was also recognized on DVS social media and in the agency newsletter.

May 30, 2024, Documentary screening and discussion with staff about Asian American heritage in the United States. Cultural snacks were also provided to staff in celebration of AAPHI Heritage Month. Flyer about AAPHI Heritage Month was shared with staff. AAPHI Heritage Month was also recognized on DVS social media and in the agency newsletter.

June 18, 2024, Flyer about Juneteenth history and free programs around the city to celebrate the holiday was shared with staff. Juneteenth was also recognized on DVS social media and in the agency newsletter.

June 5, 2024, Resource luncheon event was held for women Veterans and women Veteran/military-affiliated staff members in celebration of Women Veterans Day.

- ☒ Promote employee involvement by supporting Employee Resource Groups (ERGs). List below the names of existing ERGs:

1. People & Culture Committee

- ☐ Agency does not presently have any ERGs.
- ☐ Agency will create a Diversity Council to leverage equity and inclusion programs
- ☐ Agency Diversity Council is in existence and active
- ☐ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will inform employees of their rights and protections under the New York City EEO Policy
- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. COMMUNITY and EQUITY, INCLUSION and RACE RELATIONS

State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Race Relations.

The mission of DVS is to connect, mobilize, and empower New York City's Veteran Community to foster purpose-driven lives for US Military Service Members past and

present and in addition to their caregivers, survivors, and families. DVS plans to continue to serve our communities within the 5 boroughs via our DVS Veteran Resource Centers.

In FY 2025, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBEs)
- ☒ Expand language services for the public

V. Recruitment

A. Recruitment Efforts

In FY 2025, DVS will review policies, procedures, and practices related to targeted outreach and recruitment. We will utilize the Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans. We will continue to quarterly review underutilization and develop recruitment efforts to identify resources aimed at increasing the effectiveness of diversity recruitment. The plan will include exploring additional job posting platforms (other than NYC Jobs), such as indeed, **Linkedin and an email blast sent to Veterans on Campus** enhanced applicant screening and a collaborative interview process.

B. Recruitment for Civil Service Exams

1. DVS social media
2. Emails send to all employees advising of upcoming exams

List any planned recruitment events for FY 2025 that will be held by the agency to promote open-competitive civil service examinations.

Event Date	Event Name	Borough
	We do not anticipate our agency having planned recruitment events in FY2025.	

List planned expenditures for FY 2025 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	NA
Brooklyn	NA

Manhattan	NA
Queens	NA
Staten Island	NA
Other (include online)	NA

C. Recruitment Sources

1. DVS social media - previous hires from this source and has helped in diversity recruitment
2. LinkedIn - previous hires from this source and has helped in diversity recruitment
3. Indeed - previous hires from this source and have helped in diversity recruitment.

D. Internships/Fellowships

DVS will continue to utilize the internship/fellowship programs to improve a pipeline of candidates from underutilized groups for entry-level positions, including in mission-critical occupations. The agency has hired and continues to hire former interns. The agency plans to continue to provide internship/fellowship opportunities in FY 2024.

The agency provided the following internship opportunities in FY 2024:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __ Other __ Unknown __
3. College Interns	1	Asian/Pacific Islander 1	M <u>X</u> F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __

5. Civil Service Pathways Fellows			M __ F__ Non-Binary __ Other __ Unknown
6. Other(specify): Skillbrige Program	10	White_2; Black_1; Hispanic_1; Other/Unknown_4; Unknown_1; Asian/Pacific Islander_1	M_6 F_3 Other/Unknown_1
NYC Service Americorps	3	Hispanic_1; Other/Unknown_2	M_3 F_0
VA Work Study Program	31	Asian/Pacific Island_1; Black_2; Black/White_1 Hispanic_6; Hispanic/Black_1; Other/Unknown_5; White_10; White/Hispanic_2	M_22 F_9

E. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs __0__ [number] 55-a participants. [Enter '0' if none]
- There are _0_ [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of __0__ [number] new applications for the program were received and _0_ participants left the program due to [state reasons] _____.

☐ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

☒ Agency does not use the 55-a Program and has no participating employees.

VI. Selection (Hiring and Promotion)

NOTE: This section must be prepared jointly by Agency HR and DEI-EEO. HR must describe the activities and plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

A. Career Counselors

In FY 2025, the agency's Career Counselor will perform the following tasks:

- Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
- Promote employee awareness of opportunities for promotion and transfer within the agency.
- Arrange for agency wide notification of promotional and transfer opportunities.
- Encourage the use of training and development programs to improve skills, performance, and career opportunities.
- Provide information to staff on both internal and external Professional Development training sources.
- Explain the civil service process to staff and what it means to become a permanent civil servant.
- Provide technical assistance in applying for upcoming civil service exams.
- Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- Assist employees and Job Training Program participants in assessing and planning to develop career paths.

B. New Hires and Promotions

In FY 2025, the agency will do the following:

- Review, revise and/or develop a protocol for in-title promotions and salary increases.
- Promotion and salary increase protocol in existence.
- Assess the criteria for selecting/promoting persons for mid-level to high level positions.
- Publicly post announcements for all positions, including senior level positions.
- Actively reach out to networks of underrepresented groups as part of its outreach.
- Reach out to the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- Compare the demographics of current employees to the placements.
- Ensure promotion justification is included in all promotion requests.
- Review and analyze the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.
- Review on a regular basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources (by EEO Officer).
- Monitor the results of action plans for any changes in the agency workforce including increases or decreases in applications of qualified applicants and selection rates.

C. EEO Role in Hiring and Selection Process

In FY 2025, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Assist the hiring manager if a reasonable accommodation is requested for an interview.
- ☐ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2025.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.

- ☒ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

[Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.]

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	59 45	4/2025
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	45	3/2025
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	45	6/2025
6. 4lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		

7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
- ☒ The agency grants or denies request within 15 days after from the conclusion of cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.
- ☐ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : **Charles Rivera, Press Secretary**
 - ☐ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

¹ EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

IX. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders

A. Local Law 92 (2018): Annual Sexual Harassment Prevention training

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2024 – August 31, 2025) as indicated in the Section VII Training above.

B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting

- ☒ The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- ☒ The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

C. Local Law 121 (2020): Age Discrimination Training

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII Training above.

D. Local Law 27 (2023): Access to Workplace Facilities

- ☒ Employees have access to gender appropriate bathrooms and lactation rooms.
- ☒ Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.
- ☒ Reassignment
- ☒ Modification of Work Schedule

- ☐ Flexible leave
- ☒ Modification or Purchase of Furniture and Equipment
- ☐ Modification of Workplace Practice, Policy and/or Procedure
- ☐ Grooming/Attire

E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2025

- ☒ List of diversity and inclusion training for FY 2025 is included in section VII of this annual plan.

F. Local Law 27 (2023): Workforce Information Report for FY 2024

- ☒ The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2024.

G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government

Under LL 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations.

- ☐ The agency submitted all information required by LL 28 for FY 2024 using the form and templates provided.

H. Executive Order 16: Training on Transgender Diversity and Inclusion

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.

- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

X. Audits and Corrective Measures

[Please check the statement(s) that apply to your agency].

- ☒ The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.
- ☐ The agency is currently being audited or preparing responses to an audit conducted by the EEPD or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPD, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPD recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☐ Within the last two years the agency was involved in an audit conducted by the EEPD or _____ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☐ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

[Note: Agency Head’s signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

Print Name of Agency Head

Signature of Agency Head

Date

Appendix A: Contact Information for Agency EEO Personnel and Career Counselors *

Agency EEO Office mailing address:

1 Centre Street, Suite 2208
New York, NY 10007

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Johanna Perez	jperez@veterans.nyv.gov	646-634-1620
2.	Agency Deputy EEO Officer			
3.	Agency (Chief) Diversity & Inclusion Officer	Johanna Perez	jperez@veterans.nyv.gov	646-634-1620
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Cassandra Alvarez	calvarez@veterans.nyc.gov	646-891-8637
5.	ADA Coordinator	Emily Jagroop	ejagroop@veterans.nyc.gov	(646) 889-4181
6.	Disability Rights Coordinator	Emily Jagroop	ejagroop@veterans.nyc.gov	(646) 889-4181
7.	Disability Services Facilitator	Emily Jagroop	ejagroop@veterans.nyc.gov	(646) 889-4181
8.	55-a Coordinator	Saffie Touray	stouray@veterans.nyc.gov	646-799-2728
9.	EEO Investigator(s)	Emily Jagroop Johanna Perez Eileen Barcene	ejagroop@veterans.nyc.gov jperez@veterans.nyc.gov ebarcene@veterans.nyc.gov	(646) 889-4181 646-634-1620 646-499-0055
10.	Career Counselor(s)	Saffie Touray	stouray@veterans.nyc.gov	646-799-2728
11.	EEO Training Liaison(s)			
12.	EEO Counselor(s)	Eileen Barcene	ebarcene@veterans.nyc.gov	646-499-0055

13.	Other (specify)			
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