

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: <u>DEPARTMENT OF TRANSPORTATION</u>			
<input type="checkbox"/> 1 st Quarter (July -September), due October 29, 2021		<input type="checkbox"/> 2 nd Quarter (October - December), due January 31, 2022	
<input checked="" type="checkbox"/> 3 rd Quarter (January -March), due April 29, 2022		<input type="checkbox"/> 4 th Quarter (April -June), due July 29, 2022	
Prepared by:			
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Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>4/29/2022</u>			
<i>FOR DCAS USE ONLY:</i>		<i>Date Received:</i>	

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): _____

* 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): 5617 Q2 (12/31/2021): 5020 Q3 (3/31/2022): 5423 Q4 (6/30/2022): _____

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

Yes , On (Date): 10/22/21 (veteran status only) 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):

Agency Administrative Check-in – 01/14/2022; 02/18/2022; 03/18/2022

Promotion Review Committee Meeting – 01/24/2022

Q1 Review Date: _____ 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 _____

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 Workforce Goal(s) 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 Workforce Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Workforce: Overall Objective – build a diverse workforce that is reflective of the diverse City it serves by developing strategies to attract and retain high performers that are committed to DOT’s organizational mission.	During this quarter, the Agency’s HR Analytics Team and Performance Management Team continued building on its workforce diversity profile report using CEEDS data in conjunction with its own independent workforce analysis to review workforce demographics and to identify areas where underutilization exists within DOT. DOT has been looking at the composition of its various divisions, as well as drawing comparisons with broader industry and occupational demographics. DOT continues to utilize CEEDS, the Workforce Underutilization Report, and other Workforce Dashboard tools to establish a targeted plan to address underutilization and a working dialogue with Agency leaders and senior staff. DOT	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/>

	also worked diligently with Citywide EEO to make the CEEDS data even more useful with its discussions around new title mapping groups and adding work unit codes to the workforce composition data.				
Workforce: Overall Objective – build a diverse workforce that is reflective of the diverse City it serves by developing strategies to attract and retain high performers that are committed to DOT’s organizational mission.	During this quarter, DOT’s Human Resources division worked diligently to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs.	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/>
Workforce: Overall Objective – build a diverse workforce that is reflective of the diverse City it serves by developing strategies to attract and retain high performers that are committed to DOT’s organizational mission.	In addressing the impending retirement of employees, DOT Human Resources Division annually reviews the workforce with senior management to identify potentially qualified successors and to discuss the competencies and skills to be developed with training.	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" 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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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.

The following combinations of Job Groups and Demographic Groups are experiencing underutilization at DOT at the end of FY22 Q3:

- Craft:** Female, Black, Asian
- Laborers:** Female, Asian
- Managers:** Female, Hispanic
- Para Professionals:** Female, Hispanic
- Science Professionals:** Female, Black
- Social Scientists:** Black
- Technicians:** Hispanic

Below is a table of DOT’s utilization statistics at the end of FY22 Q3:

Job Group	HC	Female HC	Female Availability	Female Expected	Female Z-Score	Black HC	Black Availability	Black Expected	Black Z-Score	Hispanic HC	Hispanic Availability	Hispanic Expected	Hispanic Z-Score	Asian HC	Asian Availability	Asian Expected	Asian Z-Score
Administrators	8	2	0.3841	3.1	-0.99	1	0.1745	1.4	-0.41	1	0.1543	1.2	-0.25	1	0.1123	0.9	0.12
Building Service P/T - 8	3	1	0	0.0	0.00	1	0	0.0	0.00	1	0	0.0	0.00	0	0	0.0	0.00
Clerical	359	271	0.6776	243.3	5.52	189	0.5347	192.0	-0.46	59	0.1509	54.2	0.77	36	0.0716	25.7	2.19
Clerical Supervisors	127	101	0.7769	98.7	1.05	67	0.5619	71.4	-1.18	26	0.1348	17.1	2.48	7	0.0511	6.5	0.21
Craft	1982	96	0.0986	195.4	-7.89	475	0.3209	636.0	-9.40	311	0.1322	262.0	3.49	97	0.0686	136.0	-3.59
Farming	5	0	0.2778	1.4	-1.63	2	0.3166	1.6	0.48	1	0.2661	1.3	-0.39	0	0.0498	0.2	-0.53
Laborers	808	120	0.2356	190.4	-6.67	284	0.3027	244.6	3.61	167	0.2268	183.3	-1.55	12	0.0821	66.3	-7.27
Lawyers	18	12	0.4738	8.5	2.26	7	0.131	2.4	3.48	0	0.102	1.8	-1.51	0	0.0721	1.3	-1.23
Management Specialists	1079	440	0.4032	435.1	0.40	388	0.2958	319.2	5.47	158	0.1295	139.7	1.78	160	0.1301	140.4	1.90
Managers	224	59	0.4206	94.2	-6.26	47	0.1889	42.3	0.89	15	0.1297	29.1	-3.00	43	0.1017	22.8	4.72
Operators	16	1	0.1213	1.9	-0.77	2	0.174	2.8	-0.57	6	0.1385	2.2	2.95	1	0.0524	0.8	0.19
Para Professional Occupations	218	113	0.5812	126.7	-2.91	63	0.2673	58.3	0.85	40	0.2449	53.4	-2.43	43	0.0964	21.0	5.31
Personal Services	25	10	0.4047	10.1	-0.06	13	0.2584	6.5	3.47	11	0.2881	7.2	1.99	0	0.0918	2.3	-1.67
Police	8	2	0.2529	2.0	-0.02	1	0.3039	2.4	-1.32	2	0.2189	1.8	0.24	1	0.0487	0.4	1.03
Public Relations	3	2	0.3401	1.0	1.47	0	0.1549	0.5	-0.81	0	0.117	0.4	-0.67	0	0.0851	0.3	-0.55
Sanitation Workers	4	0	0.03	0.1	-0.36	2	0.2271	0.9	1.48	0	0.1676	0.7	-0.98	0	0.0134	0.1	-0.23
Science Professionals	516	117	0.3131	161.6	-5.10	50	0.1762	90.9	-5.21	60	0.1023	52.8	1.11	182	0.2258	116.5	7.84
Social Scientists	135	67	0.493	66.6	0.11	9	0.1667	22.5	-3.42	11	0.0913	12.3	-0.42	15	0.0957	12.9	0.64
Technicians	35	14	0.3662	12.8	0.52	13	0.3293	11.5	0.65	1	0.1923	6.7	-2.73	7	0.1005	3.5	2.06
Transportation	0	0	0.1439	0.0	0.00	0	0.4871	0.0	0.00	0	0.172	0.0	0.00	0	0.0381	0.0	0.00

To address underutilization, DOT did the following this quarter:

1. DOT continues to build upon its comprehensive Workforce Composition and Utilization reporting and performance tracking/management. The HR Analytics Team along with the Performance Analytics Team release an annual internal Workforce Profile Report which details Agency Wide and Division specific workforce statistics. The annual report is shared with the Agency's Executive Staff as well as Division Heads at the time of the annual release.

The report is used to measure performance of our initiatives and identify the annual list of "Titles of Interest" for which DOT's mandates "Structured Hiring" because of elevated levels of underutilization.

DOT will be releasing the 2021 Agency Wide and Divisional Workforce Profile reports internally in early May 2022 to review changes in utilization statistics and evaluate the agency's performance in reducing underutilization in FY 2021. Additionally, an updated set of "Titles of Interest" will be released.

2. Structured Hiring Initiative: the EEO, Diversity & Inclusion (EDI) office, together with Human Resources and the Executive team, developed a comprehensive guide for Hiring Managers, and Personnel Coordinators to follow when seeking to fill a position. The guide includes detailed information starting with the basics of a structured interview and the steps to be taking pre-interview through post interview. While structured hiring is encouraged for all interviews, it is mandatory for the hiring of "Titles of interest".
3. DOT's EDI and the Executive Team worked closely with DOT Human Resources division this quarter to ensure alignment of diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs and in conjunction with our "Titles of Interest".
4. DOT Continued to encourage employees to participate in civil service exams to promote growth towards advancement by sending e-mails with the schedule of exams, providing the link to specific DCAS exams, and posting schedules and exam announcements on the Agency's intranet.
5. DOT Human Resources continued to email employees the DCAS Monthly Exam Schedule every month. HR continues to email civil service exam notices to the Agency Personnel Coordinators, who in turn distribute the information to all of their division's staff. Information on

exams is also posted on DOT's kiosks, bulletin boards, and intranet. Information is similarly passed on to those employees serving in the lower titles that are promotable.

6. DOT Human Resources Continued to reach out to non-traditional sources to generate applicant interest for underutilized titles. HR, for underutilized titles of interest, continued to post external job vacancy notices on multiple recruitment websites which target underrepresented populations.
7. DOT Human Resources continued to facilitate divisional participation in job fairs which target underrepresented populations.
8. DOT endeavored to maintain and update a roster of recruitment sources which target underrepresented populations, and will, where possible, sent posting notices for titles of interest to those organizations.
9. DOT's Performance Analytics Team has worked closely with DCAS' NYCAPS Central Team to facilitate additional data sharing to further inform our monitoring and execution of the programs/initiatives mentioned above. During this quarter, DOT has requested of DCAS to provide an automated feed of job applicant demographics data so that DOT can understand diversity of applicant pools and measure interview and candidate selection statistics. DCAS is working with FISA to implement this data feed, and DOT should begin receiving this information in the May, 2022.

B. WORKPLACE:

Please list the Workplace Goal(s) 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 Workplace Goal(s) set/declared in your plan. <ul style="list-style-type: none">● 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Workplace: overall objective is to cultivate a flexible, collaborative, and inclusive work environment that leverages diversity and empowers all contributors. Building inclusiveness ensures that all employees feel included, connected, and engaged.	DOT ERG Initiative: On September 21, 2018, EDI invited DOT employees to attend an informational session to learn about DOT’s newest Diversity & Inclusion initiative, Employee Resource Groups or ERGs. at the session, EDI explained that ERGs are employer-recognized group of employees who convene to collectively celebrate, promote, and advocate for professional development, cultural connections, diversity and inclusion, and to enhance engagement/morale in the workplace. It acknowledged that ERGs would be instrumental in helping DOT work toward its Strategic Diversity & Inclusion Goals of workforce diversity, workplace inclusion, and community understanding. EDI also told attendees that each ERG would be responsible for establishing its own mission, goals, and annual activities, which must align with DOT’s strategic goals.	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/>
Workplace: overall objective is to cultivate a flexible, collaborative, and inclusive work environment that leverages diversity and empowers all contributors. Building inclusiveness ensures that all employees feel included, connected, and engaged.	Special Events for Cultural and Heritage Recognition: Throughout the calendar year, the EDI Office has scheduled different cultural and heritage events, including programming for Black History Month, Women’s History Month, Asian American and	<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"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>Pacific Islander Heritage Month, LGBTQ+ Pride Month, Disability Pride and Disability Employment Awareness Month, and Hispanic Heritage Month. Some examples of events include book club, view and discussion of TED talks, museum trips, and panel discussions.</p> <p>This quarter ERGs partnered with EDI in celebrating the following:</p> <p>AACAN Presents – Racial Equity Town Hall: “A retrospective look on the 19 months since the murder of George Floyd. Have things changed?” 01/11 at 12PM AACAN virtual event</p> <p>Ted Talk & Discussion Heather Mcghee: Racism Has A Cost For Everyone 02/02 at 12:30PM AACAN virtual event</p> <p>Empowerment In Challenging Times: A Fireside Chat with Queens Borough President Donovan Richards and Deputy Commissioner Leon Heyward 02/09 at 12:30PM AACAN virtual event</p> <p>Movie Viewing And Discussion: “One Night In Miami” Viewing 02/15 at 6:30PM Discussion 02/16 at 1PM AACAN virtual event</p> <p>Wesley Hall Black 365: From Humble Beginnings To Greatness 02/23 at 12:30PM AACAN virtual event</p>	<input checked="" type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<p>Employee Spotlight: A Discussion on their Careers at NYC DOT 02/28 at 1:00PM AACAN virtual event</p> <p>DOT's Inspirational Women in the Field Moderators: Renee Boyd – We Win Co-Chair & Area Supervisor 2; Katrina Pinckney – We Win Co-Chair & Supervisor of Electrical Inspections/Maintenance, Traffic Operations 03/09 at 12:30PM WEWIN virtual event</p> <p>Women Behind DOT's Innovative Projects Moderators: Lauren Antonelli – Deputy Director, Administration, DOT; Janel Quiroz – We Win Secretary & Executive Assistant to FDC Margaret Forgione 03/15 at 12:30PM WEWIN virtual event</p> <p>Discussion with Guest Speaker Council Member Sandy Nurse; Moderator: Margaret Forgione – We Win Executive Sponsor & First Deputy Commissioner, DOT 03/30 at 12:30PM WEWIN virtual event</p>				
<p>Workplace: overall objective is to cultivate a flexible, collaborative, and inclusive work environment that leverages diversity and empowers all contributors. Building inclusiveness ensures that all employees feel included, connected, and engaged.</p>	<p>In 2017, recognizing that the transportation and engineering fields, as well as the trades, are traditionally white male-dominated, and we see that often reflected in the Civil Service hiring process, DOT created the Future Leaders Program to specifically identify, nurture and promote a diverse cohort of employees from all divisions within the agency, with a particular focus on</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" 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>employees of color and women who might not ordinarily get exposure to agency leadership and the full range of agency functions and opportunities. This year-long fellowship provides 30 early to mid-career professionals from across every part of the agency the opportunity to develop networking, communication, and presentation skills and connect their work to the big picture. Currently spearheaded by Lauren Antonelli, the Agency’s Deputy Director for Administration for the Commissioner’s Office, organizes and leads events for the Future Leaders including guest speakers, panel discussions, interactive workshops, tours, and social events. Through conversations and interviews with your peers, Future Leaders will exchange ideas and experiences and ask questions to learn more about the inner workings of DOT. The program includes up to a month-long rotation in another agency division and culminates with group presentations to pitch an idea to senior staff. The Future Leaders program complements the variety of professional development opportunities that DOT already offers. Diversity is one of the factors considered in the selection of candidates.</p> <p>Due to the pandemic, the program was suspended in 2020, but the program is planned to start again in mid-2022.</p>				
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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.

DOT Leadership Academy:
 In 2018, based on the feedback received from our town halls, DOT created the Leadership Academy, a program for seasoned employees looking to take stock of where they are and come away with some concrete plans and strategies for moving their career forward. Through self-assessment tools, skill building workshops, and panel discussions, participants will have the opportunity to meet members of the senior team and focus on how to best reach their career goals. The Leadership Academy is designed to complement the variety of professional development opportunities that DOT already offers. At the end of the program, participants will write a plan for taking the next steps in their career. Diversity is one of the factors considered in the selection of candidates. The first 2 years of the program included 51 participants. Due to the pandemic, this program was cancelled for calendar year 2020, and 2021.

C. COMMUNITY:

Please list the Community Goal(s) 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 Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • 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. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>Community: Overall Objective – facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.</p>	<p>In 2015, DOT launched the Street Ambassador Program to engage New Yorkers on their own terms. The unit is comprised of 10 multi-lingual public engagement specialists who develop outreach plans and provide support for DOT projects. Street Ambassadors target high-volume community locations to expand the public’s feedback and knowledge of DOT’s Street Improvement Projects. Ambassadors go where New Yorkers go: bustling streets, schools, churches, libraries, senior centers, movie theaters, supermarkets, and shopping centers. This approach allows DOT to establish a presence that builds trust and transparency throughout the planning and implementation process.</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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" 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>Community: Overall Objective – facilitate outstanding culturally competent public service while strengthening collaborator and community</p>	<p><u>Mobility Management Program</u> The Mobility Management Program (MMP) was established in 2012 to improve transportation access for people with disabilities, older adults, low income, and limited English proficient populations. MMP provides DOT staff with education, guidance, data, and coordinating outreach to these target</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"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>relations through effective leadership and accountability.</p>	<p>populations. MMP conducted monthly outreach with organizations serving the Mobility Management target populations, including persons with disabilities (PwD), older adults, low income populations (LIP), and limited English populations (LEP) groups. Through monthly meetings, presentations and tabling outreach with community organizations, MMP seeks to strengthen relationships and communication with hard-to-reach populations and increase awareness of DOT’s accessibility initiatives and programs.</p>	<p><input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Community: Overall Objective – facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.</p>	<p><u>Language Access</u> <u>Consolidation of Language Access and Increased Visibility for DOT</u> DOT created an external public facing webpage to inform the public of our services that are impacted due to the state of emergency related to Covid-19. CSLACU continues to play an important role in providing Limited English Proficient (LEP) communities with vital translations of the current COVID related DOT service alerts. We have created an extensive online presence with the new COVID portal on the external DOT homepage. CSLACU has initiated program improvements and process adjustments to its inclusive projects. ➤ Schedule Meetings with the DOT Strategic Communications Office and IT to develop more complete language access linkage for LEP customers who are searching for COVID alerts, service updates, or an LPR, as required by Local Law 30 (LL 30) mandate. This effort provides the following ongoing activities: <ul style="list-style-type: none"> • A unified presence for LL30 and Title VI objectives </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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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>

	<ul style="list-style-type: none"> • The ability to introduce new programs, program updates, and service updates translated into the top ten languages <ul style="list-style-type: none"> - Rapid deployment of COVID Alerts to DOT service modifications - Open Streets: program updates - Current and future Mayoral Initiatives • Delivery of translated social media alerts to the public • Direct document access for the public, including translated information • The ability for the public to share their ideas with and provide feedback to DOT • Upgraded Language Access Database (LAD) for improved processing: <ul style="list-style-type: none"> - Direct access to translation services for agency operational managers - Direct access to multilingual and ASL interpretation services for agency operational managers. ➤ Local law 30 and LPR Compliance: <ul style="list-style-type: none"> • Participated in the January 2022 Mayor's Office of Immigrant Affairs (MOIA) Convening of Language Access Coordinators to address providing LEP access to translated COVID related alerts in the City's top ten languages. • Training session will be re-scheduled as the public service centers (PSCs) reopen. During F22- Q3, ad hoc training was conducted during individual conversations with DOT staff. Voter Registration reminders are routinely updated and remain on DOT's web site. • Provided Interpretation support for the DOT Street 				
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	<p>Ambassador community outreach efforts During F22-Q3, there were 12 Street Ambassador deployments from Jan 1st to Mar 31st: 7 Hindi and Bengali public surveys in Queens, 3 Spanish merchant surveys in Bronx, and 2 Chinese public surveys in Manhattan.</p> <ul style="list-style-type: none"> • Language Access and CSLACU contributed to DOT's Title VI Program Accomplishment Report for 2021 and Work Plan for 2022, submitted to the Federal Transit Administration (FTA) on March 18, 2022. • We will include the 2021 DOT Annual Report on Language Access Implementation for 2021 and the 2022 Language Access implementation Plan in the Title VI Report Appendix F, once it is approved. CSLACU increased its number of entries in the Title VI report to not only show DOT's commitment to its LEP customers, but to also emphasize DOT's role in supporting the civil rights of the disabled community within our agency and the community at large. <p>➤ Upgrading 19 Essential Documents: We continue to remind operational managers to routinely send us new, vital documents to add to our cache of Essential Documents for distribution. Since FY21-Q1, COVID slowed our progress on further translating essential documents. Our current focus remains on updating DOT COVID related service changes and translating those into the top ten languages.</p> <p>➤ Plain language Initiatives:</p> <ul style="list-style-type: none"> • DOT Operational Units are encouraged to use Plain Language to develop materials intended for public distribution and CSLACU edits materials sent for 				
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	<p>translation, when feasible. DOT's Language Access SharePoint lists Plain Language hyperlinks.</p> <ul style="list-style-type: none"> ➤ Literature Requests: As of May 3rd (FY21-Q4), CSLACU resumed mailing out hard copies of DOT literature and voter registration (VR) materials with each literature request, in addition to the links sent with emailed correspondence. ➤ Diversity Desktop Publishing/Digital Graphics: Graphic visibility for translation, telephonic, virtual, and in-person, multilingual, ASL and CART interpretation services are also displayed on DOT's external landing page, addressing the LEP customers' requirements for vital access to DOT's COVID service updates, Mayoral initiatives, and LPRs. CSLACU's desktop publishing and digital graphic initiatives adhere to ADA Compliance Guidelines. Increased visibility of DOT's programming affords the LEP customer equal participation by providing multilingual translation and interpretation, and ASL and ASL interpretation.. ➤ During FY22-Q3, Covid-19 restrictions were partially lifted. The Public Service Centers (PSCs) are partially re-opened and CSLACU has resumed routine visits to DOT PSCs to replenish documents and will continue to provide: <ul style="list-style-type: none"> • Updated Welcome Posters translated into the City's top 10 languages • Coordinated Welcome palm cards- pending • New LPR Posters • Access to on line DOT Glossaries of Common Transportation Terminology in Spanish, Russian, 				
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	<p>Simplified and Traditional Chinese</p> <ul style="list-style-type: none"> Updated training of service center personnel to respond to Limited English Proficiency (LEP) customers (resumed on September 28th, 2021) <p><u>I. Agency Requests for Translated Content</u> During F22-Q3, the number of translations and translated pages increased with 37 requests for 78 document translations resulting in 135 pages, compared to F22-Q2 with 20 document requests for 82 document translations, resulting in 102 pages.</p> <p>Thirty-Seven (37) documents were translated into twelve (12) languages: Arabic, Bengali, Traditional/Simplified Chinese, French, Haitian Creole, Italian, Korean, Polish, Russian, Spanish, Urdu, and English.</p> <p>Five (5) DOT Divisions requested translations in FY22-Q3: Transportation Planning and Management, Executive, External Affairs, Legal Affairs, and Creative Services.</p> <p><u>Language Access Database (LAD) Document Translations</u> Division's document request was made for one or more translations; the 37 requests resulted in 78 document translations in multiple languages. The total number of translated pages is 135.</p> <ul style="list-style-type: none"> ➤ None of the 78 documents were translated by Language Access Staff. ➤ All 78 documents were sent to Language Solutions, DOT's language service provider for translation. <table border="1" data-bbox="562 1318 1222 1399"> <thead> <tr> <th colspan="2">Q3 LAD Translations</th> </tr> <tr> <th>Language</th> <th>#Requested</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Q3 LAD Translations		Language	#Requested						
Q3 LAD Translations											
Language	#Requested										

Spanish	26
Chinese 11 (Traditional/Simplified)	26
Korean	5
Russian	4
French	3
Haitian Creole	3
Bengali	3
Arabic	2
Polish	2
Urdu	2
Italian	1
English	1
Total	78

Secondary Reviews Recorded in Language Access Database (LAD)

- CSLACU's standard operating procedure has always included conducting secondary reviews of all translations completed and reviewed by Language Translation Solutions (LLTS) and additional reviews by GV Solutions, when possible. The Covid-19 outbreak has created an urgency for translations of all DOT service updates and new policy initiatives, such as Open Streets, Open Restaurants, and Open Schools. Secondary (tertiary) reviews of the Covid-19 updates have been curtailed because of the need for swift turnaround time and cost containment. CSLACU will continue to conduct future secondary reviews of documents with fewer time restrictions.
- In the third quarter, CSLACU submitted six (6) documents for external tertiary review requests. Four (4) of the requests received for the 78 translated documents underwent external

tertiary linguistic review by multilingual DOT employees in this quarter. All seventy-eight (78) translated documents underwent secondary linguistic review conducted by multiple experts at LLTS during this quarter.

Q3 LAD Expert Linguistic Reviews		
Reviewers	Requests Reviewed	Languages
GV Solutions	2	Spanish
Language Access Staff	2	Chinese
Language Bank Volunteers	2	Spanish
Total	6	Spanish and Chinese

II. Agency Requests for Interpretations

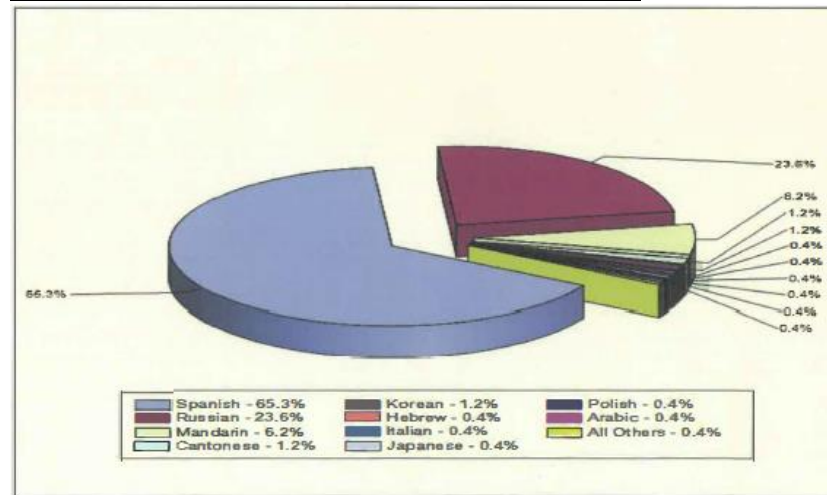
Over-the-Phone / Telephonic Interpretation

During **FY22-Q3**, CSLACU managed over-the-phone interpretation services. During the height of the pandemic, it was more difficult to track the Units originating the calls, as many DOT employees are using out-of-office telephones which are more difficult to identify. During Q3, the number of calls on behalf of customers with Limited English Proficiency decreased to 241 and 1,971 minutes, down from FY22-Q2's 276 calls and 2,338 minutes. These calls accessed Traffic Operations- Parking Permits. In Q-3, Vietnamese and Hebrew replaced Q-2's Albanian and Hindi.

FY22 - 3 rd Quarter Over-the-Phone/Telephonic Interpretation									
Languages	Calls	Minutes	% Calls	% Minutes	Units				
Spanish	158	1,256	65.3%	63.7%	Traffic Operations-PPPD				
Russian	57	487	23.6%	24.7%	Traffic Operations-PPPD				
Mandarin	15	105	6.2%	5.3%	Traffic Operations-PPPD				
Korean	3	22	1.2%	1.1%	Traffic Operations-PPPD				
Cantonese	3	38	1.2%	1.9%	Traffic Operations-PPPD				
Polish	1	31	1.2%	1.4%	Traffic Operations-PPPD				
Italian	1	20	1.2%	0.9%	Traffic Operations-PPPD				
Japanese	1	8	0.4%	0.4%	Traffic Operations-PPPD				
Arabic	1	24	0.4%	1.2%	Traffic Operations-PPPD				

Vietnamese	1	10	0.4%	0.5%	Traffic Operations-PPPD
Hebrew	1	9	0.4%	0.5%	Traffic Operations-PPPD
Report Total:	241	1,971			

Percent of Calls by Language: Top 10 Languages



- Spanish: 65.3%
- Russian: 23.6%
- Mandarin: 6.2%
- Cantonese: 1.2%
- Korean: 1.2%
- Hebrew: 0.4%
- Italian: 0.4%

	<ul style="list-style-type: none"> • Japanese: 0.4% • Polish: 0.4% • Arabic: 0.4% • All Others: 0.4% <p><u>In-Person and Virtual Interpretation American Sign Language</u></p> <p>During FY22-Q3, Language Access processed thirteen (13) ASL interpretation requests on behalf of the Franchises/ Concessions & Consents Unit and Executive Division, utilizing web conferencing technology. The 13 requests for ASL interpretation resulted in a total of thirteen (13) interpretation events taking place online and in-person. The three Computer Assisted Real Time (CART) interpretation requests resulted in a total of three (3) CART events taking place online.</p> <table border="1" data-bbox="516 860 1341 1101"> <thead> <tr> <th colspan="4">FY22 – Q3 ASL & CART Requests</th> </tr> <tr> <th>#</th> <th>Languages</th> <th>Assignments</th> <th>Interpreters</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ASL Services</td> <td>13</td> <td>26</td> </tr> <tr> <td>2</td> <td>CART Services</td> <td>3</td> <td>3</td> </tr> <tr> <td>Total</td> <td></td> <td>16</td> <td>29</td> </tr> </tbody> </table>	FY22 – Q3 ASL & CART Requests				#	Languages	Assignments	Interpreters	1	ASL Services	13	26	2	CART Services	3	3	Total		16	29				
FY22 – Q3 ASL & CART Requests																									
#	Languages	Assignments	Interpreters																						
1	ASL Services	13	26																						
2	CART Services	3	3																						
Total		16	29																						
	<p><u>Multilingual Interpretation for LEP Customers</u></p> <p>During Q3, CSLACU received thirteen (13) multilingual interpretation requests for DOT outreach events from DOT's Traffic Planning and Management Division. In this reporting period there were thirteen (13) requests for in-person and virtual interpretation, down from twenty-nine (29) requests in Q2, due to a modified, but increasing reintroduction of DOT's Street Ambassador program during the COVID pandemic. During Q3,</p>																								

there were 12 Street Ambassador deployments from Jan 1st to Mar 31st: 7 Hindi and Bengali public surveys in Queens, 3 Spanish merchant surveys in Bronx, and 2 Chinese public surveys in Manhattan.

FY22 – Q3 Multilingual Requests		
#	Requests/Events by DOT Divisions/Unit	
1	Traffic Planning & Management	13
Total		13

FY22 – Q3 Multilingual Requests			
#	Languages	Assignments	Interpreters
1	Spanish	5	10
2	Bengali	4	6
3	Chinese	3	9
3	Hindi	3	3
Total		15	28

III. Language Bank Volunteers (LBV) Citywide Database

During FY22-Q3, five (5) LBV requests were processed by DOT's LBV Project utilizing the services of NYCDOT language bank volunteers, down from nine (9) requests in FY22-Q2. During this reporting period:

- DOT LBVs accepted no (0) Citywide Translation Requests
- CSLACU processed two (2) requests for document translation services
- CSLACU processed zero (0) requests for interpretations
- CSLACU processed no (0) requests for ARTS related correspondence
- A total of zero (0) requests were processed in the LBV

Citywide Database

FY22 – Q3 Requests for LBVs			
Language	October	November	December
Arabic	1	0	0
Spanish	0	1	2
Chinese (Cantonese)	0	0	1
Total	1	1	3

IV. DOT Literature and Voter Registration Distribution

DOT's literature requests originating from NYC311 are processed in 311 Dynamics. In response to COVID, DOT changed the procedure for mailing both its literature requests and voter registration (VR). Pre-COVID, voter registration (VR) packet distribution numbers were identical to literature request numbers. The numbers in the chart found on the following page are aggregated for all literature requests. Since May 3rd, FY21-Q4, CSLACU resumed mailing out hard copies of DOT literature and voter registration (VR) materials with each literature request.

DOT has received requests for VR in English and Spanish during F22-Q3. There is a DOT system in place to accommodate LEP customer requests. As stated in the biennial VR report submitted to MOO, it is important to differentiate between the numbers of VR distribution packets distributed and the actual number of voter registrations taking place. Prior to the pandemic, as now, DOT has no way of knowing whether the customers corresponding with DOT, or requesting DOT literature, are already registered to vote. DOT also has no way of knowing if a

customer completes the VR forms and returns them to the Board of Elections (BOE). The PSC managers have, prior to COVID and once the PSCs reopen, will continue to encourage VR. Unless the customer fills out the VR forms at the PSC, we would not see the VR forms and have a way to return the VR forms to the BOE.

DOT remains committed to registering voters during the COVID pandemic. At the end of March 2020, due to COVID, DOT's public service centers (PSCs) closed. DOT will resume distribution of the voter registration packets as soon as the PSCs reopen. On May 3rd, FV21-Q4, CSLACU resumed mailing out hard copies of DOT literature and voter registration (VR) materials with each literature request: :

- 1) CSLACU includes VR packets with every document sent to customers.
- 2) The DOT website has a "Register to Vote" icon/tile on its landing page. The hyperlink sends DOT customers directly to "NYC VOTES."

FY22- Q3 Literature Requests and Voter Registration			
Language	Total SR*	Total # Literature Requested	Total # VR Sent*
English	1,369	1,896	3,311
Spanish	24	37	0
Chinese	3	4	0
Korean	0	0	0
Bengali	0	0	0
Russian	5	9	0

Total	1,401	1,946	1,401				
<p>*During Q3, the total # of SR's (Service Requests), showing the total number of people requesting literature was 1,401, a slight increase from Q2's 1,221 requests. In response to customer service requests via 311, a total of 1,896 pieces of DOT literature were requested in multiple languages, a slight increase from Q2's 1,794:</p> <ul style="list-style-type: none"> • 1,896 - English • 50 - Other languages, combined: 37 Spanish, 4 Chinese, and 9 Russian 							
<p>*VR {Voter Registration} Numbers were affected by the Covid-19 pandemic. The pandemic practice of including the VR hyperlink with all emailed correspondence in addition to including the VR packets with all document requests was curtailed after October 2021.</p>							
<p><u>V. Desktop Publishing/Digital Graphics (SharePoint)</u></p>							
<p>CSLACU's desktop publishing and digital graphic SharePoint initiatives increase DOT's employee awareness of the need for inclusivity of the diverse populations DOT serves and the availability of Language Access services for document translation, telephonic, virtual, and in-person, multilingual, ASL and CART interpretation. CSLACU's diversity desktop publishing and digital graphic initiatives adhere to ADA Compliance Guidelines. DOT's internal SharePoint showcases LAD, the Language Access Database, a portal to translation and interpretation services. Telephonic (over-the-phone) interpretation is available by</p>							

	<p>directly contacting LanguageAccess@dot.nyc.gov.</p> <p>During FY22-Q3, CSLACU has worked on:</p> <p><u>Publications</u></p> <ul style="list-style-type: none"> ● Public Service Center Flyers/Lamination: <ul style="list-style-type: none"> ○ Licenses, Permits, and Registrations (LPR) Quick Reference- Needs revision for new vendor- in progress ○ Language Bank Volunteer (LBV) Contact List and Language Access (LA) Contact List- completed and ready to laminate ○ Great Service - Great City additional poster with ADA Compliance color scheme- in progress <p><u>Digital Publications</u></p> <ul style="list-style-type: none"> ● Language Access and LPR Training Manual: revisions - in progress ● Elected Officials Annual Report 2021 - ADA compliant for DOT's SharePoint. Graphic design layout and cover design - completed in January 2022. ● DOT LPR website and SharePoint are being revised to ensure ADA color compliance for the visually impaired and color blind. Design completed. Ready to upload to DOT's SharePoint site - in progress. ● Language Access Newsletter- Spring 2022 Edition- in progress <p><u>Digital Signage</u></p> <ul style="list-style-type: none"> ● Created new digital signs and revised existing signs. There are 				
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	<p>29 digital signs of current and ongoing DOT initiatives, including a digital sign for the new portal: Licenses, Permits & Registrations (LPRs):</p> <ul style="list-style-type: none"> • "Need a Translated Application? Translations & interpretations available in the top 10 languages" - currently under revision • These will be displayed on the digital monitor at Permit Management and Construction Control PSC at 55 Water Street. Ensuring all digital sign information is ADA color compliant- in progress. 				
<p>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.</p>					
<p> </p>					

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.

Equity Working Groups:

COVID-19’s disproportionate impact on historically disenfranchised communities, as well as the recent deaths of Black men and women during confrontations with law enforcement, have re-emphasized the need for open conversations around racial disparities and equity in all aspects of our society. Racial disparities and systematic racism are unfortunately, also a part of the present experiences of many members of the public, in their interactions with other government agencies throughout our nation, and this is particularly true for people of color.

Consequently, it is pivotal that the work that we do and decisions we make as the city’s Department of Transportation (DOT) focus on

promoting racial and social equity. The agency has several efforts underway to advance this goal, including three staff-level working groups; the Equity in Planning Working Group, led by Denise Ramirez, Strategic Planning Unit; Equity In Enforcement Working Group, led by Assistant Commissioner Kim Wiley-Schwartz, Safety Education and Outreach Unit; and the Equity in Infrastructure Working Group, led by Luis Gonzalez, Policy Unit. Each of these groups have a focused mission to address key areas of concern where policy change is needed. Additionally, the agency has begun the formation of an Advancement of Black and Brown Women in DOT Working Group, which is expected to begin its efforts in early 2022.

These groups provide further opportunities for staff engagement and to cohesively communicate the sum total of these efforts back to staff.

- Agency Equity Initiatives
- Equity in Planning
- Equity in Enforcement
- Equity in Infrastructure

Environmental Justice Interagency Working Group:

Environmental justice (EJ) refers to the principle that all people, regardless of race or socioeconomic background, have a right to live, work, and play in communities that are safe, healthy, and free of harmful environmental conditions. In order to advance environmental justice, New York City (City or NYC) must provide for the fair treatment and meaningful involvement of all New Yorkers in the development, implementation, and enforcement of environmental laws, regulations, policies, and activities.

Under the leadership of Mayor Bill de Blasio, the City has committed to environmental justice with nation-leading legislation to investigate historic and persistent environmental injustices and develop a plan to tackle these disparities. The legislation also aims to build equity and embed environmental justice into the fabric of the City's decision making.

The Environmental Justice program is centered on three main products, which include the delivery of an EJ study, portal, and plan. The EJ study will provide a comprehensive view of the present state of environmental justice in the City and inform the development and implementation of the remainder of the EJ program. The data and analysis from the EJ study will be used to create a public portal and mapping tool where New Yorkers can see what environmental justice looks like in their community. All of this work leads up to the creation of the City's Environmental Justice Plan, which will identify possible citywide initiatives for promoting EJ and outline a set of discrete recommendations for better imbedding equity and environmental justice into the City's decision making processes.

These products will be developed and implemented by three distinct teams, including the Mayor's Office of Climate Policy & Programs (CPP),

an Interagency Working Group comprised of staff from 18 City Agencies, and the Environmental Justice Advisory Board made up of nationally recognized EJ advocates and subject matter experts. DOT is one of the 18 agencies that comprise the Interagency Working Group. Denise Ramirez, Director, Strategic Planning Unit represents DOT at the Interagency Working Group. The staff from the Strategic Planning Unit are also part of several subcommittees tasked with developing the study.

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives 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 Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Development and Execution of a Structured Interviewing Guide	<p>EDI office, together with Human Resources and the Executive team, developed a comprehensive guide for Hiring Managers, and Personnel Coordinators to follow when seeking to fill a position. The guide includes</p> <ul style="list-style-type: none"> - The Basics of Structured Interviewing - Pre-Interview Hiring Requirements - The Structured Interview - Post-Interview Hiring Requirements - Unconscious Bias - Governing EEO Laws <p>This quarter HR continued to advise and remind division personnel coordinators to enter interview information in NYCAPS, as required by all city agencies. This enables</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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" 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>HR and EDI to evaluate the interview process.</p> <p>Oversight at resume selection stage:</p> <ul style="list-style-type: none"> • Review by HR and EDI of resumes selected. • HR will hold hiring process if upon review there are candidates who are not qualified but are selected for interviews or if diverse and qualified candidates are not selected for an interview but based on a review of their resume they are determined to be otherwise qualified for the position sought. Will also confirm interview panels are compliant with the Structured Hiring Guidelines. • HR and EDI will approve interview questions. • EDI will perform advisory role and will conduct post-audit review. <p>Oversight at Interviews and Candidate Selection</p> <ul style="list-style-type: none"> • Review by HR and EDI after first (and subsequent) round interviews. • HR will hold hiring process if upon review rating sheets from each round of interviews are not 				
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	<p>satisfactory and if applicants advancing are not otherwise qualified for the position sought.</p> <ul style="list-style-type: none"> • EDI will perform advisory role and will conduct post-audit review. • Review by HR and EDI for final selection. • HR will hold hiring process if rating sheets are not satisfactory and if final selection process did not follow Structured Hiring Guidelines. • EDI will perform advisory role and will conduct post-audit review. 				
<p>Implementation of DOT’s Recruitment Plan</p>	<p>HR will, on a monthly basis, continue to distribute to relevant organizations DCAS issued Notices of Examinations for underutilized titles of interest. For these titles, HR will continue to post external job vacancy notices on multiple recruitment websites which target underrepresented populations and will maintain and update a roster of recruitment sources. DOT will also continue to participate in job fairs which also target these populations and when pictures are used in recruitment advertisements, diversity will be</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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input checked="" 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>displayed. All advertisements will include a statement that the City of New York and DOT are equal employment employers and will include the Mayor’s Office for People with Disabilities (which has access to DOT vacancies) as an important recruitment source for people with disabilities.</p>				
<p>Implementation of DOT’s Recruitment Plan</p>	<p>In some titles where there is underutilization, we have reached out to non-traditional sources for applicants, including the following sources:</p> <ul style="list-style-type: none"> - Advancing Women In Transportation - Society of Women Engineers - LatPro-Latin Professionals - CUNY Schools - National Society of Black Engineers - Society of Hispanic Professional Engineers - Society of Asian Scientists and Engineers - Nontraditional Employment for Women (NEW) - Organization of Black Maritime 	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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>Graduates</p> <ul style="list-style-type: none"> - Women Offshore - IT Diversity Careers - Women in Technology International - Black Data Processing Association - Tech Latino <p>In order to expand our diverse recruitment sources, all Agency job openings are posted to the following websites:</p> <ul style="list-style-type: none"> - AfricanAmericanHires.com - AllHispanicJobs.com - AllLGBTJobs.com - AsianHires.com - BlackCareers.org - DisabilityJobs.net - DiversityJobs.com - LatinoJobs.org - Native Jobs.org - OverFiftyJobs.com - VeteranJobs.net - WeHireWomen.com 				
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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.

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022 Q3:
 [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	2	Asian = 1 White = 1	F = 2
2. Other (specify): College Aides	78	Asian = 34, Black = 12 Hispanic = 11, White = 17 2 or more races = 3, Unknown = 1	M = 44 F = 33 N-B = 1
3. Other (specify): 9/11 Scholars	3	Asian = 1 Hispanic = 1 2 or more races = 1	M = 2 F = 1
4. Other (specify): CUNY Service Corps	6	Black = 5 Hispanic = 1	M = 5 F = 1
5. Other (specify): CUNY Hunter STEM	15	Asian = 6, Black = 1 Hispanic = 3, White = 3, Unknown = 2	M = 10 F = 5
6. Other (specify): InTech Academy CTE	6	Black = 1, Hispanic = 3, White = 2	M = 5 F = 1

Additional Comments:
 In FY 2022, DOT submitted five Urban Fellows applications, and two Fellows were placed with our agency. If the NYC Public Service Fellow cohort

is offered in FY 2022, we will participate in this program also.

In FY 2022, DOT will continue to recruit both College Aides and Summer Interns from local and regional schools and via posting on the City's website. In addition to participating in career fairs, DOT will also hold agency-specific info sessions at CUNY schools in order to attract a diverse intern candidate pool.

In FY 2022 Q1, the agency participated in the DYCD (Department of Youth and Community Development) Summer Youth Employment Program (SYEP), the Ladders for Leaders Program, the Intern & Earn Program, and the Transportation Career Mentoring Program. DOT will continue to participate in available DYCD internship programs in the summer of 2022.

In FY 2022 Q1, DOT partnered with local high schools to provide internships to students through the following programs: the IN-Tech Academy Career and Technical Education (CTE) Summer Internship, the Erasmus High School for Youth and Community Development Reimagine HS Initiative, and the Alfred E. Smith HS Automotive High School Internship Program.

In FY 2022 Q2, the agency participated in the September 11th Memorial Program for Regional Transportation Planning. This program provides funding to graduate students to work on transportation planning projects with NY Metropolitan Transportation Council member agencies, such as DOT.

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): 22 Q2 (12/31/2021): 22 Q3 (3/31/2022): 21 Q4 (6/30/2022):

During the 1st Quarter, a total of 2 [number] new applications for the program were received.
During the 1st Quarter 1 participants left the program due to [state reasons] retirement .

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] N/A .

During the 3rd Quarter, a total of 0 [number] new applications for the program were received.
During the 3rd Quarter 1 participants left the program due to [state reasons] retirement .

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. Ensuring that all competitive job postings include the 55-a language.
3. Participating on panels and in job fairs.

VI. SELECTION (HIRING AND PROMOTION)

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

Please list additional Selection Strategies and Initiatives 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 Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	DOT posts information on the agency’s intranet site regarding job openings, civil service exams, DCAS resources, agency training and professional development, and online learning and training. HR emails all employees updates to this site, including all new job postings. Agency Personnel Coordinators ensure that employees without email receive the same information. The Career Counselor and the Training & Development Office continue to advise employees regarding promotional opportunities and career development, both through individual meetings and by conducting group info sessions.	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" 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>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</p>	<p>While it is a best practice for all interviews to be conducted by a diverse panel of at least three people, with respect to interview panels of titles where underutilization exist, panels must be comprised of at least two people and must, except in very unusual circumstances, be diverse (that is, the panel must be comprised of at least one male and female, and must be comprised of individuals of different ethnicities). For higher-level discretionary positions, DOT also established a Promotion Review Committee (PRC) that is made up of the Executive Deputy Commissioner, the Chief Operations Officer (COO), the COO's Chief of Staff, the Commissioner's Chief of Staff, the Deputy Commissioner for Human Resources and Facilities Management, and the Assistant Commissioner for Equal Employment, Diversity and Inclusion. The PRC meets monthly to review all promotions for positions earning salaries of \$100,000 or more, considers and evaluates whether the promotions conform with agency policies and goals for a diverse and inclusive workforce, confirms that the promotions are equitable among staff with comparable job titles and functions across divisions, and certifies that the cost of the promotions are covered within the agency's budget.</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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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>
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<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)</p>	<p>Divisions are encouraged to submit proposed interview questions to EDI and HR for review before interviews. EDI representatives also participate in interviews as observers on occasion. There is also EDI oversight at resume selection stage:</p> <ul style="list-style-type: none"> • Review by HR and EDI of resumes selected • HR will hold hiring process if upon review there are candidates who are not qualified but are selected for interviews or if diverse and qualified candidates are not selected for an interview but based on a review of their resume they are determined to be otherwise qualified for the position sought. Will also confirm interview panels are compliant with the Structured Hiring Guidelines. • HR and EDI will approve interview questions. • EDI will perform advisory role and will conduct post-audit review. <p>There is EDI oversight on Interviews and Candidate Selection as well:</p> <ul style="list-style-type: none"> • Review by HR and EDI after first (and subsequent) round interviews • HR will hold hiring process if upon 	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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>
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	<p>review rating sheets from each round of interviews are not satisfactory and if applicants advancing are not otherwise qualified for the position sought.</p> <ul style="list-style-type: none"> • EDI will perform advisory role and will conduct post-audit review. • Review by HR and EDI for final selection • HR will hold hiring process if rating sheets are not satisfactory and if final selection process did not follow Structured Hiring Guidelines. • EDI will perform advisory role and will conduct post-audit review. 				
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>There were no layoffs or terminations due to fiscal/operational reasons during this quarter.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Deferred <input type="checkbox"/> Completed </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" 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>Other:</p>					

During this Quarter the Agency activities included:		Q1	Q2	Q3	Q4
	# of Vacancies	# <u>367</u>	# <u>987</u>	# <u>629</u>	# <u> </u>
	# of New Hires	# <u>137</u>	# <u>94</u>	# <u>63</u>	# <u> </u>
	# of New Promotions	# <u>77</u>	# <u>166</u>	# <u>175</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://mspwwa-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:

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

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: DOT EEO PERSONNEL DETAILS
EEO PERSONNEL FOR 2nd QUARTER, FISCAL YEAR 2022

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title	1.			2.			3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion			<input type="checkbox"/> Addition <input type="checkbox"/> Deletion			<input type="checkbox"/> Addition <input type="checkbox"/> 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							
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion			<input type="checkbox"/> Addition <input type="checkbox"/> Deletion			<input type="checkbox"/> Addition <input type="checkbox"/> 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	4.			5.			6.
EEO Function	<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)
Percent of Time Devoted to EEO	<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 %):
Name & Title							
EEO Function	<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)
Percent of Time Devoted to EEO	<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. Benjamin Graham, Deputy EEO Officer	2. Andrew Sonpon, EEO Investigator	3. Bellonne Pierre-Canel, EEO Investigator
Completed EEO Trainings: 1. Everybody Matters-EEO/D&I 2. EEO Awareness 3. Diversity & Inclusion 4. Sexual Harassment Prevention 5. IgbTq: The Power of Inclusion 6. Unconscious Bias 7. Disability Etiquette	<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 <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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Completed OCEI Trainings: A. EEO Officer Essentials: Complaint/Investigative Processes B. EEO Officer Essentials: Reasonable Accommodation C. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name & EEO Role	4.	5.	6.
Completed EEO Trainings: 1. Everybody Matters-EEO/D&I 2. EEO Awareness 3. Diversity & Inclusion 4. Sexual Harassment Prevention 5. IgbTq: The Power of Inclusion 6. Unconscious Bias 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 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Completed OCEI Trainings: A. EEO Officer Essentials: Complaint/Investigative Processes B. EEO Officer Essentials: Reasonable Accommodation 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	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<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 DOT AS OF 1st QUARTER FY 2022 *

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>EEO Officer/Director</u>	Benjamin Graham (acting)	Agency Attorney	100	bgraham1@dot.nyc.gov	(212) 839-6605
<u>Deputy EEO Officer OR Co-EEO Officer</u>	Benjamin Graham	Agency Attorney	100		
<u>Chief Diversity & Inclusion Officer</u>					
<u>Diversity & Inclusion Officer</u>					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59					
ADA Coordinator	Edmund E. Asiedu	Administrative Staff Analyst (NM)	50	easiedu@dot.nyc.gov	(212) 839-6995
Disability Rights Coordinator	Benjamin Graham (acting)	Agency Attorney	100		
Disability Services Facilitator	Edmund E. Asiedu	Administrative Staff Analyst (NM)	50	easiedu@dot.nyc.gov	(929) 441-9658

55-a Coordinator	Lianne Palacios	Administrative Staff Analyst	15	lpalacios@dot.nyc.gov	(212) 839-9516
Career Counselor	Peter Scavetta	Administrative Staff Analyst (NM)	25	pscavetta@dot.nyc.gov	(212) 839-9452
EEO Counselor					
EEO Investigator	Andrew Sonpon	Agency Attorney	100	asonpon@dot.nyc.gov	212-839-6610
EEO Investigator	Bellonne Pierre-Canel	Agency Attorney	100	BPierre-Canel@dot.nyc.gov	212-839-6606
Investigator/Trainer					
EEO Training Liaison	Carol Adamson	Principal Administrative Associate	10	cadamson@dot.nyc.gov	(212) 839-9495
Other (specify) EEO Training Liaison					
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.