

## FY 2021 DCP QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: <u>CITY PLANNING</u>			
<hr/>			
<input checked="" type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due November 6, 2020	<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 29, 2021		
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 30, 2021	<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 30, 2021		
<b>Prepared by:</b>			
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Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>12/17/2020</u>			
<b>FOR DCAS USE ONLY:</b>		<b>Date Received:</b>	

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2021**

**[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter's submission to update]**

1. Please save this file as '**DCP Quarter 1 FY 2021 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 the attached Excel file. Under Section 10 ("Other"), 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 '**DCP Quarter 1 FY 2021 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): Diversity, Equity and Inclusion Award will be added as part of its November 2020 annual agency wide awards ceremony

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

1. Public Notice from Agency Head of new leadership roles – Niki Stanley, Director of Human Capital serving as DCP’s Chief Diversity Officer and Yvonne Williams, Agency Chief Contracting Officer as the Chief M/WBE Diversity Officer.
2. Public Notice from Agency Head on DCP Interagency taskforce that will expand recruitment of planners from CUNY/SUNY/Rutgers and Historically Black College and Universities (HBCUs), internship opportunities and outreach to NYC public high schools.



**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Expand professional development efforts for Black and LatinX staff who are underrepresented in planning, however overrepresented in administrative, Human Resources, Operations and ITD roles.	Currently exploring and developing a targeted professional development program for administrative staff which are largely Black and LatinX and have limited pathways to leverage and grow skillset beyond current administrative functions. The goal is to identify ways in which they can provide more targeted support that goes more deeply into the work of supporting planning efforts. The goal is that it would create pathways for upward mobility and pathway into the profession of planning in line with Civil Service advancement opportunities.	<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Strengthen and support career development and expansion of use of skillsets of non-planning-based staff into areas that support the agency’s community engagement efforts, offering expanded career mobility.	This work will be reflected through the development of an in-house Community Engagement studio where staff across all roles and levels, including Black and LatinX staff who are not part of agency’s planning work, to be able to be engaged in driving community initiatives and have the ability to contribute, grow, be recognized and identify pathways into planning / community planning as desired.	<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.					
<b>Underutilization is indicative within manager and social scientist job groups for minorities and women. Future phases of our work to strengthen DCP’s workforce include an emerging leader’s development program to coincide with increasing diversity recruitment. This will help to support leadership pipeline into roles beyond co-leading a division.</b>					

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Support initiatives to foster and maintain an inclusive work environment that values the experiences of all represented groups. Codify our agency’s values in a Values Statement, that exemplifies our inclusive culture and empowers all.	Through the Values Statement Initiative scheduled to launch in Q2FY21, we seek to commence an agency-wide conversation, with the aim to codify a statement that highlights our values, sets the cornerstones of our culture, and motivates and empowers us to deliver excellence for ourselves, our colleagues, our team members, our stakeholders, and our communities. Through this process, we seek to establish new behaviors, guidepost, and norms that represent our ideals and values. This process was announced, and employees were asked to volunteer to participate in co-leading this initiative. The group of volunteers have begun meeting to outline how to outreach to the broader agency.	<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Promote employment involvement and opportunities for all underrepresented groups to form Employee Resource Groups (ERGs).</p>	<p>Our first ERG, the Women’s Empowerment Resource Coalition (WERC) has set a strong example for other ERGs to form. WERC has launched subgroups, organized a mentorship program, and hosted a panel discussion featuring past and present woman leaders. In Q1, the Chief Diversity Officer/Director of Human Capital, the EEO Counselor and the WERC co-leaders led an information session titled “<b>The Power of an Employee Resource Group: How to Create an ERG Towards Meaningful Impact</b>”. Through this session, information was shared on how to create an ERG and the benefits of such a group.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Please specify any other EEO-related activities 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.</p>					
<p>DCP’s EEO Officer, in conjunction with Director of Human Capital/ Chief Equity and Inclusion Officer are planning for future EEO information and training sessions coined ‘EEO talks’, for DCP managers and staff to increase awareness of EEO Policy, procedures resources and managerial accountabilities. Session will be held in Q2 FY 2021.</p>					

**C. COMMUNITY:**

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Utilize a D&I and equity lens in the way we perform planning activities with, for and in our communities, including by providing sufficient accessibility across language and disability when we engage with the public.	In our current remote work environment, we continue to utilize NYC Engage to facilitate virtual public engagement in the City Planning Commission (CPC) public meetings and processes. Through NYC Engage, members of the public are able to submit requests for reasonable accommodations, such as sign language interpretation and language interpretation, to facilitate their participation in the meeting.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.	In seeking to provide resources to our planners to support their civic engagement resources, a core management team has been established for the agency’s new Civic Engagement Studio (the Studio). The Studio will centralize and improve DCP civic	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>engagement efforts. Through the Studio, DCP Staff will test innovative practices, create comprehensive resources and design strategies to be tested and implemented by the Agency.</p> <p>The guiding principles of the Studio are to advance diversity, equity and inclusion, to create continuous innovation and improvement in our outreach efforts, and most importantly that New Yorkers are at the center of our planning work.</p>				
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Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.

**V. RECRUITMENT**

**A. RECRUITMENT EFFORTS**

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>We have established our outreach efforts to planning programs that have diverse student communities, especially those who have been traditionally underrepresented in the planning profession.</p>	<p>With the current pandemic, our agency pivoted to offering remote credit-bearing internships during the Summer and Fall of 2020. Through our partnerships, we were able to host two (2) students as summer interns and fourteen (14) planned students as fall interns during Q2FY21. Target is for intern cohort to reflect those who are traditionally underrepresented in the planning profession. They will be diverse in ability, education, gender and race. Students were heavily represented across CUNY, which is a shift from previous cohorts, and also included interns from the Mayor’s Office for People with Disabilities (MOPD).</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Expand diversity recruitment efforts to increase pipeline of underrepresented groups to address the disparity within the disparity in the planning profession across gender, disability, LGBTQ+, Black, Latinx and indigenous groups across our planner workforce.</p>	<p>Re-established partnership with the American Planning Association Diversity Committee (DivComm) towards future and engaged partnerships to support recruitment and efforts to tackle underrepresentation of Black, LatinX and Indigenous communities in the Planning industry. Our current Diversity Pipeline Program Manager attends these meetings</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	on behalf of the agency during evening hours. Looking forward to playing an active role in the annual Hindsight Conference which focuses on equity in the Planning profession, in Q2FY21.				
Serve as partner agency on interagency task force to propose recommendations to expand efforts to attract, retain and grow BIPOC in the planning and development industries as a first coordinated effort to tackle underrepresentation on a broad scale.	DCP, HPD, EDC and HDC have convened beginning in Q1FY21 to explore and make recommendations to agency heads in the following areas: Expanded recruitment college and university partnerships, paid HS internships and expanded outreach, widening academic and professional considerations, and providing advancement and career mobility.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2021:  
 [NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows	N/A	N/A	M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	N/A	N/A	M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	1	Asian	M ___ F <u>1</u> N-B ___ O ___ U ___
4. Summer Graduate Interns	1	Black	M <u>1</u> F ___ N-B ___ O ___ U ___

5. Fall Credit-Bearing College & Graduate Interns:	14; College- 5; Graduate- 9	Asian- 3; Black- 3; Hispanic- 1; White- 7	M 6__ F 8__ N-B __ O __ U __
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*Additional Comments:*

**C. 55-A PROGRAM**

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

Currently, there are 1 [number] 55-a participants.

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

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

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

During the 4th Quarter, a total of \_\_\_\_ [number] new applications for the program were received.  
 During the 4th Quarter \_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

The 55-a Coordinator has achieved the following goals:

- Disseminated 55-a information – by e-mail:  Yes  No  
 in training sessions:  Yes  No

on the agency website:  Yes  No  
 through an agency newsletter:  Yes  No

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

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

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

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

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2021 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i> )	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	In Q1FY21, held an agency-wide virtual session where hiring managers for internal-only vacancies discussed available opportunities, and the skillsets for the role. It was led in a panel format where participants were encouraged to apply or have informal conversations to learn more about the role. This served as an equalizer for all staff to be made aware of available opportunities. Although in a hiring freeze, will repeat this approach for future internal-only postings and will adapt this approach for external applicants where possible.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions</p>	<p>An analysis of manager levels shows there is underutilization of Black and women managers which is representative of the disparity of these groups within the agency. Our focus on diversifying our external pipeline is the first step in a multi-pronged strategy to then work on developing and strengthening an unbiased selection model. Finally, we will use metrics to track improved or continued disparities in our promotion or hiring outcomes in order to course correct.</p>	<p><input checked="" type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists</p>	<p>Due to current hiring freeze, strategy is to appoint as many current staff permanently through DP-72s (agency transfer). When hiring resumes, will abide by civil service rules for the selection of candidates for an equitable process (i.e., 3 and 1, etc.).</p>	<p><input checked="" type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

<p>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>Due to limited capacity of EEO officer who serves in this role in addition to another fulltime role, we will be revamping the selection process to include tools that incorporate an EEO lens into the process and ensure that the EEO officer is part of the process before an offer is made. This will include review of candidate and selection materials, and other strategies that can be managed at scale.</p>	<p><input checked="" type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>Should the agency need to implement agency-wide layoff of terminations, we have built protocols to review impact analysis on gender and ethnicity for potentially impacted groups. Agency terminations are rare; however, we use the lens of gender and ethnicity impact in this area as well.</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"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Other: <b>DCAS Unconscious Bias in Hiring training for Hiring Managers</b></p>	<p>We scheduled 25% of our managers to attend DCAS sponsored training in light of the freeze on PD spending. None of our staff were accepted into the training, and we look forward to attempting to participate in future cycles, and a more streamlined process to ensure agencies who have the desire to support this equity work, can do so with limited barriers.</p>	<p><input checked="" type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

During this Quarter the Agency activities included:	# of Vacancies	# <u>  9  </u>	# <u>    </u>	# <u>    </u>	# <u>    </u>
	# of New Hires	# <u>  0  </u>	# <u>    </u>	# <u>    </u>	# <u>    </u>
	# of New Promotions	# <u> 16  </u>	# <u>    </u>	# <u>    </u>	# <u>    </u>

**VII. TRAINING**

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

**VIII. REASONABLE ACCOMMODATION**

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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

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

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

**B. 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).*

**C. 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.

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**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>**

**D. 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 climate survey:*

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DCP has distributed the 2020 Climate Survey in Q2 of 2020 and will determine actions and measures to address results following.

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**X. AUDITS AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPCC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: Equal Employment Practices Commission (EEOC)\_\_\_\_\_.
- Attach the audit recommendations by NYC EEOC 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 2021.

APPENDIX: DCP EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 1<sup>st</sup> QUARTER, FISCAL YEAR 2021

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title							
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion						
Date of Change in EEO Role	Start Date or Termination Date:						
<b>NOTE: Please attach CV/Resume of new staff to this report</b>							
<b>For New EEO Professionals:</b>							
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)	<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)	<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)
Proportion of Time Spent on EEO Duties	<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 %):	<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 %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Completed Trainings:							
EEO Awareness	<input type="checkbox"/> Yes <input type="checkbox"/> No						
Diversity & Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No						
IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No						
Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No						
Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No						
Training Source(s):	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

**B. CONTACT INFORMATION (Please list ALL current EEO professionals)**

**DIVERSITY AND EEO STAFFING IN DCP AS OF 1 QUARTER FY 2021 \***

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<b>Diversity &amp; Inclusion Officer</b>	<b>Niki Stanley</b>		<u>50%</u>	<a href="mailto:nstanley@planning.nyc.gov">nstanley@planning.nyc.gov</a>	<u>212-720-3650</u>
<b>EEO Officer/Director</b>	<b>Sarah J. Goldwyn</b>		<u>50%</u>	<a href="mailto:sgoldwy@planning.nyc.gov">sgoldwy@planning.nyc.gov</a>	<u>212-720-3464</u>
<b>Deputy EEO Officer</b>	<b>N/A</b>				
<b>ADA Coordinator</b>	<b><u>Darling Guido</u></b>		<u>25%</u>	<a href="mailto:dguido@planning.nyc.gov">dguido@planning.nyc.gov</a>	<u>212-720-3420</u>
<b>Disability Rights Coordinator</b>	<b>N/A</b>				
<b>Disability Services Facilitator</b>	<b><u>Soki Ng</u></b>		<u>25%</u>	<a href="mailto:sng@planning.nyc.gov">sng@planning.nyc.gov</a>	<u>212-720-3508</u>
<b>55-a Coordinator</b>	<b><u>Giselle Abreu</u></b>		<u>25%</u>	<a href="mailto:gabreu@planning.nyc.gov">gabreu@planning.nyc.gov</a>	<u>212-720-3259</u>
<b>Career Counselor</b>	<b><u>Niki Stanley</u></b>		<u>50%</u>	<a href="mailto:nstanley@planning.nyc.gov">nstanley@planning.nyc.gov</a>	<u>212-720-3650</u>
<b>EEO Counselor</b>	<b><u>Imani Moye</u></b>		<u>100%</u>	<a href="mailto:imoye@planning.nyc.gov">imoye@planning.nyc.gov</a>	<u>212-720-3545</u>
<b>EEO Investigator</b>	<b>N/A</b>				
<b>EEO Counselor\ Investigator</b>	<b>N/A</b>				
<b>Investigator/Trainer</b>	<b>N/A</b>				
<b>EEO Training Liaison</b>	<b><u>Imani Moye</u></b>		<u>100%</u>	<a href="mailto:imoye@planning.nyc.gov">imoye@planning.nyc.gov</a>	<u>212-720-3545</u>
<b>Other (describe) Reasonable Accommodations Coordinator</b>	<b><u>Imani Moye</u></b>		<u>100%</u>	<a href="mailto:imoye@planning.nyc.gov">imoye@planning.nyc.gov</a>	<u>212-720-3545</u>
<b>Other (describe) Recruitment, Diversity and Inclusion Program Manager</b>	<b><u>Yvette Clairjeane</u></b>		<u>100%</u>	<a href="mailto:Yclairjeane@planning.nyc.gov">Yclairjeane@planning.nyc.gov</a>	<u>212-720-3209</u>

\* 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.